

Computerized Patient Record System (CPRS)

Clinician's Getting Started Guide: List Manager Version



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Revision History

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| 3/15/05 | Various | Changes for SOP compliance about displaying sensitive patient data. | Redacted |
| 8/15/2003 | 18,51 | Added a note about Code Set Versioning changes in entering new problems. Added a note about CSV or Consults Ordering. | |
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| 6/29/00 | | Added to note about IV meds with more than one additive being saved as IV Fluids. | |
| 6/29/00 | | Added note that outpatient med active status now displays as "active (susp)". | |
| 6/29/00 | | Added note about outpatient med orders requiring authorized provider signature prior to release. | |

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1. Introduction

1.1. What is CPRS?

The Computerized Patient Record System V. 1.0 (CPRS) is a Veterans Health Information Systems and Technology Architecture (VISTA) computer application. CPRS enables you to enter, review, and continuously update all information connected with any patient. With CPRS, you can order lab tests, medications, diets, radiology tests and procedures, record a patient's allergies or adverse reactions to medications, request and track consults, enter progress notes, diagnoses, and treatments for each encounter, and enter discharge summaries.

CPRS not only allows you to keep comprehensive patient records, but it also enables you to review and analyze the data gathered on any patient in a way that directly supports clinical decision-making.

1.2. Using CPRS Documentation

1.2.1. Related Manuals

Computerized Patient Record System V. 1.0 Installation Guide
Computerized Patient Record System V. 1.0 Setup Guide
Computerized Patient Record System V. 1.0 Technical Manual
Text Integration Utility (TIU) Clinical Coordinator and User Manual
Consult/Request Tracking User Manual

1.2.2. World Wide Web

CPRS documentation is also available on the VISTA Intranet. The Intranet version will be constantly updated, and thus might contain more current information than this print version.

Intranet address: vista.med.va.gov/cprs/

1.2.3. First Time VISTA Users

If you are unfamiliar with this package or other Veterans Health Information Systems and Technology Architecture (VISTA) software applications, we recommend that you study the User's Guide to Computing. This orientation guide is a comprehensive handbook for first-time users of any VISTA application to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local Information Resources Management Service (IRMS) staff.

1.3. Conventions in This Manual

Option examples: Menus and examples of computer dialogue that you see on the screen are shown in courier font in boxes:

```
Select Menu Option:
```

User Response: User responses are shown here in bold, but do not appear bold on the screen. The bold part of the entry is the letter or letters that must be typed so that the computer can identify the response. In most cases, you need only enter the first few letters. This increases speed and accuracy.

```
Select PATIENT NAME: Cprspatient, One
```

NOTE: Names and social security numbers used in the examples are fictitious.

<Enter> This indicates the Enter or Return key, which is pressed after every response you enter or when you wish to bypass a prompt, accept a default (//), or return to a previous action. In this manual, it is only shown in examples when it might be unclear that such a keystroke must be entered.

^, ^^, ^^^ Enter the Up-arrow (also known as a caret or circumflex) at a prompt to leave the current option, menu, sequence of prompts, or help. To get completely out of your current context and back to your original menu, you may need to enter two or three up-arrows. (You may see a message, “Press RETURN to continue or ^ or ^^ to exit:” after each screen in a series of screen displays; e.g., for reports or online help.)

?, ??, ??? Enter one, two, or three question marks at a prompt for help about the menu, option, or prompt you are at. One question mark elicits a brief statement of what information is appropriate for responding to the prompt; two question marks show a list (and sometimes descriptions) of more actions; and three question marks provide more detailed help, including a list of possible answers, if appropriate.

Defaults (//) Defaults are responses provided to speed up your entry process. They are either the most common responses, the safest responses, or the previous response.

Example: Select Action: Quit//

Replace..With If the default entry is longer than 20 characters, you will see the “Replace.With” editor instead of the double slashes (//).

1. Enter @ after Replace if you want to replace the entire default entry, or type one or two letters followed by three dots () to change part of the letters (e.g., to correct a misspelling),
2. press Return,
3. When the word With appears, type the correct name

Example:

Provider: Clinical Coordinator Replace Co... With Nurse

>> Side-arrows (Greater-than/Less-than; shift-comma, shift,period) indicate that more information is available on the right side of the screen. Enter these arrows at any prompt. If the arrows appear in front of an order, it means that the order requires action by a clerk or nurse.

+, - The plus symbol at the bottom left-hand side of a screen of information indicates that more than one screen of information exists. Use the plus and minus keys to navigate up and down. If the + is displayed in front of a lab order, it means that the lab test will be done multiple times, according to a selected schedule.

Shortcut You can jump through a sequence of actions and screens by entering the names (or their abbreviations) separated by semi-colons.

Shortcut Example: CC;O;AD;L will take you through Chart Contents, Orders, Add Orders, and to Lab.

Icons

Icons used to highlight key points in this manual include:



Required security keys



Indicates important information that the user should take note of.

1.4. Notifications

Notifications are important messages that alert providers to certain clinical events (for example, a critical lab value). Some notifications are for information only; others allow you to take follow-up action to the event that triggered the notification. They may also notify providers of conditions such as unsigned orders. Notifications are automatically deleted after being displayed or when a follow-up action is taken.

Notifications are retained for a predetermined amount of time (up to 30 days), after which they may be sent to another destination, such as your MailMan surrogate or your supervisor. Confer with your CAC to establish and set up these options. You can also confer with your CAC to select what types of notifications you will receive. Some notifications are mandatory, however, and cannot be disabled. See the Personal Preferences section in this manual for further information about notifications.

1.5. CPRS and the List Manager User Interface

CPRS was built to run in both the Windows operating environment (usually referred to simply as Windows) and on terminals. The Windows version of CPRS is described in another manual. This manual describes the terminal, text-based version of CPRS.

If you are not already familiar with List Manager applications, this section will take you on a quick tour of the interface. If you are already familiar with the List Manager interface, you can skip to the next section, Using CPRS.

List Manager is designed to display a list of clinical items (based on criteria you set) that you perform various actions on. An example of a CPRS screen in List Manager format is shown here, with explanations of the various components on the screen.

1.6. List Manager Conventions

List Manager is a tool designed so that a list of items can be presented to the user to perform *actions* on.

The screenshot shows a terminal window with the following content:

```

Allergies and Alerts      Apr 00, 1997 00:00:00      Page: 1 of 1
CPRSPATIENT,ONE        000-00-0001          2B          MAR 00,1932 (64)
-----
Item                      Effective
Allergies/Adverse Reactions
No assessment available

Patient Postings
<None>

Immunizations
<None>

+   Enter the numbers of the items you wish to act on.   >>>
NW Enter New Allergy/ADR  CG (Change View...)  SP Select New Patient
+ Next Screen           CC Chart Contents ...Q  Close Patient Chart
Select: Close Patient Chart//
  
```

Labels on the left side of the screenshot point to the following components:

- Screen Title:** Allergies and Alerts
- Header area:** Apr 00, 1997 00:00:00, Page: 1 of 1, CPRSPATIENT,ONE 000-00-0001 2B, MAR 00,1932 (64)
- List area:** Item, Effective, Allergies/Adverse Reactions, No assessment available, Patient Postings, <None>, Immunizations, <None>
- Message Window:** + Enter the numbers of the items you wish to act on. >>>
- Action area:** NW Enter New Allergy/ADR CG (Change View...) SP Select New Patient, + Next Screen CC Chart Contents ...Q Close Patient Chart, Select: Close Patient Chart//

Description of List Manager Screen Components

| Component | Description |
|----------------|---|
| Screen title | The screen title changes according to what type of information List Manager is displaying (e.g., Chart Contents, Cover Sheet, Active Orders, lab Orders, etc.). Use this title as an identifier to confirm your location at any time. |
| Header area | The header area is a “fixed” (non-scrollable) area that displays patient information. It also tells if there is more than one page of information and which page you’re currently on (e.g., Page: 1 of 3). |
| List area | (scrolling region) This area scrolls and displays the information that you can take action on. |
| Message window | This section displays a plus (+) sign, minus (-) sign, >> symbols, or informational text (i.e., Enter ?? for more actions). A plus sign means more |

| Component | Description |
|-------------|---|
| | information is available; enter it at the action prompt to “jump” forward a page; a minus sign “jumps” back a screen.; > moves you to more information on the right; and < moves you back to the left or main screen. Other allowable actions may be displayed in the message window. |
| Action area | A list of actions display in this area of the screen. If you enter double question marks (??) at the “Select Action(s)” prompt, you are shown a “hidden” list of additional actions that are available to you. |

2. Using CPRS

2.1. Entering CPRS

You can take several routes to get into CPRS to enter orders and progress notes, review them, and display reports and results for individual patients. The route you choose depends on how your site has set up your menus, what your primary purpose is, and what seems most convenient to you.

- The CPRS Clinician Menu on the main Clinician's Menu.
- One of the following menus or options on the Clinician's Menu
- Add New Orders
- Act on Existing Orders
- Results Reporting

This Guide describes going through the CPRS Clinician Menu, which provides a multi-faceted view of a patient's medical record.

When you enter the CPRS Clinician Menu, you will see this screen:

```
Provider      Mar 00, 1997 00:00:00      Page: 1 of 1
Current patient: ** No patient selected **

Patient Name      ID      DOB      Room-Bed
-----
No patients found.

Enter the number of the patient chart to be opened
+ Next Screen      CV Change View ...      FD Find Patient
- Previous Screen  SV Save as Default List  Q Close

Select Patient: Change View//
```

2.2. Selecting a Patient

The Patient Selection screen offers three methods for finding your patient:

- Entering a name from a list (if you have one defined and set as your default,
- Entering a patient's name (or last initial + last 4 letters of SSN) at the Select Patient prompt, or
- Entering FD (Find Patient), entering a ward or clinic name, then selecting a patient name from the list that appears.

3. The Cover Sheet

The Cover Sheet of the selected patient chart displays the patient's name, SSN, date of birth, age, unit/location, allergies/adverse reactions, patient postings, vitals, immunizations, and service connection.

+ **NOTES:**

- You may only have one patient chart open at any given time
- Two users may not simultaneously take actions on orders for the same patient

| Item | Entered |
|--|--|
| Cover Sheet Mar 00, 1997 00:02:00 Page: 1 of 2 | |
| CPRSPATIENT, ONE 00-00-0001 2B JAN 00, 1951 (46) <CW> | |
| Attend: CPRSPROVIDER, TEN PrimCare: CPRSPROV, PCTeam: CURTTEAM | |
| <u>Allergies/Adverse Reactions</u> | |
| 1 | Moderate reaction to STRAWBERRIES (rash) 10/00/95 |
| 2 | Severe reaction to PENICILLIN 11/00/95 |
| <u>Patient Postings</u> | |
| 3 | CRISIS NOTE 02/00/97 08:00 |
| <u>Recent Vitals</u> | |
| | B/P: 120/80 02/00/97 11:00 |
| | Pulse: 80 02/00/97 11:00 |
| | Resp: 27 02/00/97 11:00 |
| <u>Immunizations</u> | |
| | Tuberculosis. 02/00/97 12:00 |
| + Enter the numbers of the items you wish to act on. >>> | |
| NW | Enter New Allergy/ADR CV (Change View ...) SP Select New Patient |
| AD | Add New Orders CC Chart Contents ... Q Close Patient Chart |
| Select: Next Screen// | |

If a patient has CWAD (Cautions, Warnings, Allergies, or Directives), they are displayed here.

3.1. Actions

Enter the display numbers of the items you wish to change or act on. A menu of available actions is then presented for selection. You can also choose the action first and then the item.

- Enter NW to document a new allergy.
- Enter AD to add new orders for this patient from any page in the chart.
- Enter CC to see a list of the other "pages" of the chart.
- Enter SP to select a different patient.
- Enter ?? to see a list of other actions available.

3.2. More Actions

When you enter two question marks (??) at the prompt, the following (hidden) actions are displayed. They can also be used at any prompt.

| | | | | | |
|------|---------------------|----|---------------------|------|-------------------|
| + | Next Screen | UP | Up a Line | AD | Add New Orders |
| - | Previous Screen | DN | Down a Line | RV | Review New Orders |
| FS | First Screen | > | Shift View to Right | CWAD | Display CWD Info |
| LS | Last Screen | < | Shift View to Left | PI | Patient Inquiry |
| GO | Go to Page | PS | Print Screen | SL | Search List |
| RD | Redisplay Screen | PT | Print List | EX | Exit |
| ADPL | Auto Display On/Off | | | | |

3.3. Alerts, Allergies, and Patient Postings

You can access some patient information directly from the Cover Sheet, without going to other tabs.

- Allergies
- Patient Postings
- Recent Vitals
- Immunizations
- Eligibility

From this screen, you can view a detailed display of any of these items, or you can record new allergies.

| Item | Entered |
|--|------------------------|
| <u>Allergies/Adverse Reactions</u> | |
| 1 Moderate reaction to STRAWBERRIES (rash) | 10/00/95 |
| 2 Severe reaction to PENICILLIN (nausea,vomiting, diarrhea) | 11/00/95 |
| 3 ERYTHROMYCINS/MACROLIDES (itching,watering eyes) | 03/00/97 |
| <u>Patient Postings</u> | |
| 4 CRISIS NOTE | 02/00/97 08:00 |
| 5 CLINICAL WARNING | 01/00/97 |
| <u>Recent Vitals</u> | |
| B/P: 120/80 | 02/00/97 11:00 |
| Ht: 70 | 02/00/97 11:00 |
| Pulse: 80 | 02/00/97 11:00 |
| Resp: 27 | 02/00/97 11:00 |
| <u>Immunizations</u> | |
| Tuberculosis. | 02/00/97 12:00 |
| + Enter the numbers of the items you wish to act on. >>> | |
| Cover Sheet | Orders Imaging Reports |
| Problems | Meds Consults |
| Notes | Labs D/C Summaries |
| Select chart component: | |

3.4. Allergies/Alerts Detailed Display

```
Allergies/Alerts Display   Mar 00, 1997 00:00:00   Page: 1 of 2
CPRSPATIENT,ONE   00-00-0001   2B   JAN 00,1951 (46)   <CW>

CODEINE

  Signs/Symptoms: NAUSEA,VOMITING
                  DIARRHEA
  Type: DRUG
  Status: NOT VERIFIED
Observed/Historical: OBSERVED
                   04/00/95 (SEVERE)
  Originator: CPRSPROVIDER,TEN
              PHYSICIAN
  04/00/95 14:00
PATIENT EXHIBITS SEVERE GASTRIC PAIN WHEN GIVEN CODEINE.
+   Enter the numbers of the items you wish to act on.   >>>
+   Next Screen           UP  Up a Line           PS  Print Screen
-   Previous Screen      DN  Down a Line        PL  Print Data
FS  First Screen         GO  Go to Page         Q   Close
LS  Last Screen          SL  Search List

Select Action: Close//
```

4. Chart Contents

The Patient Chart is composed of screens that represent the pages of a traditional paper patient chart. The Chart Contents screen provides easy, logical access to other screens that show specialized patient information.

| | | | |
|-------------|--------|---------------|---------|
| Cover Sheet | Orders | Imaging | Reports |
| Problems | Meds | Consults | |
| Notes | Labs | D/C Summaries | |

When you choose most of these, the first thing you see is a list of current items for this patient (active problems, progress notes, lab results, orders, or meds). You can then review any of the items in greater detail, edit or cancel them if appropriate, or order new ones.

HINT: To quickly jump through a series of screens, enter the names or abbreviations of the actions, separated by semi-colons. Example: CC;Orders;Meds.

| | | |
|--|-----------------------|-----------------------|
| Cover Sheet | Mar 00, 1997 00:02:00 | Page: 1 of 2 |
| CPRSPATIENT,ONE 00-00-0001 | 2B | JAN 00,1951 (46) <CW> |
| Attend: CPRSPROVIDER,TEN | PrimCare: CPRSPROV, | PCTeam: CURTEAM |
| Item | Entered | |
| <u>Allergies/Adverse Reactions</u> | | |
| 1 Moderate reaction to STRAWBERRIES (rash) | 10/00/95 | |
| 2 Severe reaction to PENICILLIN | 11/00/95 | |
| <u>Patient Postings</u> | | |
| 3 CRISIS NOTE | 02/00/97 08:00 | |
| <u>Recent Vitals</u> | | |
| B/P: 120/80 | 02/00/97 11:45 | |
| Pulse: 80 | 02/00/97 11:45 | |
| Resp: 27 | 02/00/97 11:45 | |
| <u>Immunizations</u> | | |
| Tuberculosis. | 02/00/97 12:00 | |
| + Enter the numbers of the items you wish to act on. >>> | | |
| NW Enter New Allergy/ADR | CV (Change View ...) | SP Select New Patient |
| AD Add New Orders | CC Chart Contents ... | Q Close Patient Chart |
| Select: Next Screen// | | |

5. Problems

The Problems tab is used to document and track a patient's health care problems. It provides you with a current and historical view of the patient's problems across clinical specialties and it allows you to trace each identified problem through the VISTA system in terms of treatment, test results, and outcome. To go to the Problems screen, select the Problems tab at the bottom of the Chart Contents screen.

In the Problems tab, you can change the display to see customized lists of problems, edit a problem to reflect changes, and add a new problem.

To enter the Problems screen:

1. Go into the Clinician Menu and select OE for CPRS Clinician Menu.
2. The patient selection screen appears, with your personal patient list if you've created one (through Personal Preferences).
3. Select a patient from the list, or enter another one.
4. The Cover Sheet for this patient appears.
5. Choose Chart Contents (CC); the Chart Contents tabs appear at the bottom of the screen.

Hint: Enter CC;P for a shortcut

| Cover Sheet | | Mar 00, 1997 00:00:00 | Page: 1 of 2 |
|--|---|-----------------------|--------------------|
| CPRSPATIENT, ONE | 00-00-0001 | 2B | JAN 00, 1951 <CWA> |
| Attend: CPRSPROVIDER, TEN | PrimCare: CPRSPROV, | PCTeam: CURTEAM | |
| Item | Entered | | |
| <u>Allergies/Adverse Reactions</u> | | | |
| 1 | Moderate reaction to STRAWBERRIES (rash) | 10/00/95 | |
| 2 | Severe reaction to PENICILLIN (nausea, vomiting, diarrhea) | 11/00/95 | |
| <u>Patient Postings</u> | | | |
| 3 | CRISIS NOTE | 02/00/97 08:00 | |
| <u>Recent Vitals</u> | | | |
| | B/P: 120/80 | 02/00/97 11:00 | |
| | Pulse: 80 | 02/00/97 11:00 | |
| | Resp: 27 | 02/00/97 11:00 | |
| <u>Immunizations</u> | | | |
| | Tuberculosis. | 02/00/97 12:00 | |
| + Enter the numbers of the items you wish to act on. >>> | | | |
| Cover Sheet | Orders | Imaging | Reports |
| Problems | Meds | Consults | |
| Notes | Labs | D/C Summaries | |
| Select chart component: Problems | | | |
| Searching for the patient's chart ... | | | |

6. Choose Problems from the Chart Contents list.

7. The Problem List appears. The default is to show Active Problems (status is listed on the far right of the screen).

Problem List Example

| Active Problems | | Oct 08, 1997 00:00:00 | Page: 1 of 2 |
|--|-----------------------|-----------------------|--------------|
| CPRSPATIENT,TWO 666-00-0002 1A APR 00,1931 (66) <CWAD> | | | |
| Attend: CPRSPROVIDER,TEN PrimCare: CPRSPROV, PCTeam: CURTEAM | | | |
| Selected date range: None Selected | | | |
| Problem | Onset | Updated | Status |
| 1 Essential Hypertension (401.9) | | 10/00/97 | active |
| 2 Hypertension (401.9) | 09/00/97 | 09/00/97 | active |
| 3 rich test #4 (799.9) | 09/00/97 | 09/00/97 | active |
| 4 Benign Hypertension (401.1) | 09/00/97 | 09/00/97 | active |
| 5 Muscle hernia (553.9) | 09/00/97 | 09/00/97 | active * |
| Enter the numbers of the items you wish to act on. >>> | | | |
| NW Write New Problem | CV Change View ... | SP Select New Patient | |
| AD Add New Orders | CC Chart Contents ... | Q Close Patient Chart | |
| Select: Chart Contents// NW WRITE NEW PROBLEM | | | |

8. If you select one of the listed problems to review, you can choose one of the actions displayed below: Inactivate, Remove, Add Comment, or Detailed Display.

| Active Problems | | Oct 00, 1997 00:00:00 | Page: 1 of 2 |
|--|-------------|-----------------------|--------------|
| CPRSPATIENT,TWO 666-00-0002 1A APR 00,1931 (66) <CWAD> | | | |
| Attend: CPRSPROVIDER,TEN PrimCare: CPRSPROV, PCTeam: CURTEAM | | | |
| Selected date range: None Selected | | | |
| Problem | Onset | Updated | Status |
| 1 Essential Hypertension (401.9) | | 10/00/97 | active |
| 2 Hypertension (401.9) | 09/00/97 | 09/00/97 | active |
| 3 rich test #4 (799.9) | 09/00/97 | 09/00/97 | active |
| 4 Benign Hypertension (401.1) | 09/00/97 | 09/00/97 | active |
| 5 Muscle hernia (553.9) | 09/00/97 | 09/00/97 | active * |
| + Enter the numbers of the items you wish to act on. >>> | | | |
| Inactivate | Add Comment | Detailed Display | |
| Remove | Verify | | |
| Select Action: | | | |

9. To add a new problem, enter NW at the Select: Chart Contents: prompt, and then answer the prompts as shown in the example below:

```
Select: Chart Contents// NW Write New Problem
PROBLEM: CFS
2 matches found
1 CFS * (ICD-9-CM 780.7)
2 Fatigue Syndrome, Chronic * (ICD-9-CM 780.7)
Type "^" to STOP or Select 1-2: 2
COMMENT (<60 char): <Enter>
DATE OF ONSET: 6/97 (JUN 1997)
STATUS: ACTIVE// <Enter> ACTIVE
(A)cute or (C)hronic? CHRONIC
```



```

>>> Currently known service-connection data for CPRSPATIENT,ONE:
      SC Percent: 30%
      Disabilities:
OSTEITIS DEFORMANS                30% - SERVICE CONNECTED
BONES,CAISSON DISEASE OF          40% - SERVICE CONNECTED
Is this problem related to a service-connected condition? NO

-----
      Problem: Fatigue Syndrome, Chronic

      Onset: 6/97                      SC Condition: NO
      Status: ACTIVE/CHRONIC           Exposure: <none>
Provider: CPRSPROVIDER,FIFTEEN
      Service: MEDICINE
Recorded: 8/00/97 by CPRSPROVIDER,FIFTEEN

-----
(S)ave this data, (E)dit it, or (Q)uit w/o saving? SAVE// <Enter>

Saving ... done.
>>> Please enter another problem, or press <return> to exit.
PROBLEM: <Enter>

```

Note: When you enter a new problem, CPRS will check to see if the code for that problem is active as of the date entered as part of Code Set Versioning (CSV). If not, it will ask you change the code for the problem before allowing the user to enter the problem.

5.1. Change View

If you select Change View here, you can change the display to a different status; i.e., inactive problems or both inactive and active problems.

```

Select: Chart Contents// CV  Change View ...
      Status      Save as Preferred View  Remove Preferred View

Select attribute(s) to change: STATUS

Select Problem Status: active//?

Enter the status of the problems you wish to see listed here.
Choose from:
  active
  inactive
  both active & inactive

Select Problem Status: active// B  Both active & inactive

```

6. Notes

You can review, enter, sign, or edit progress notes for one patient at a time through the CPRS. To review, edit, or sign progress notes for multiple patients, use the Text Integration Utilities menu.

To enter a Progress Note:

1. Go into the Clinician Menu and select OE for CPRS Clinician Menu.
 2. The patient selection screen appears, with your personal patient list if you've created one (through Personal Preferences).
 3. Select a patient from the list, or enter another one.
 4. The Cover Sheet for this patient appears.
 5. Choose Chart Contents (CC).
- Shortcut:** Enter CC;N

| Cover Sheet | | Mar 00, 1997 00:00:00 | Page: 1 of 2 |
|--|--|-----------------------|--------------------|
| CPRSPATIENT, ONE | 00-00-0001 | 2B | JAN 00, 1951 <CWA> |
| Attend: CPRSPROVIDER, TEN | PrimCare: CPRSPROV, | PCTeam: CURTEAM | |
| Item | Entered | | |
| <u>Allergies/Adverse Reactions</u> | | | |
| 1 | Moderate reaction to STRAWBERRIES (rash) | 10/00/95 | |
| 2 | Severe reaction to PENICILLIN (nausea, vomiting, diarrhea) | 11/00/95 | |
| 3 | ERYTHROMYCINS/MACROLIDES (itching, watering eyes) | 03/00/97 | |
| <u>Patient Postings</u> | | | |
| 4 | CRISIS NOTE | 02/00/97 08:00 | |
| 5 | CLINICAL WARNING | 01/00/97 | |
| <u>Recent Vitals</u> | | | |
| B/P: | 120/80 | 02/00/97 11:00 | |
| Ht: | 70 | 02/00/97 11:00 | |
| Pulse: | 80 | 02/00/97 11:00 | |
| Resp: | 27 | 02/00/97 11:00 | |
| <u>Immunizations</u> | | | |
| | Tuberculosis. | 02/00/97 12:00 | |
| + Enter the numbers of the items you wish to act on. >>> | | | |
| Cover Sheet | Orders | Imaging | Reports |
| Problems | Meds | Consults | |
| Notes | Labs | D/C Summaries | |
| Select chart component: notes | | | |
| Searching for the patient's chart ... | | | |

6. Choose Notes from the Chart Contents list.
7. A list of notes appears (the default is to show Signed Notes).

```

Signed Notes          Mar 00, 1997 00:00:00          Page: 1 of 1
CPRSPATIENT,ONE    00-00-0001          2B          JAN 00,1951    <CWA>
Attend: CPRSPROVIDER,TEN          PrimCare: CPRSPROV,          PCTeam: CURTEAM

      Title          Written          Author          SigSt
1  Adverse React/Allergy  | 03/00 00:00  CPRSPROVIDER,O compl
2  CLINICAL WARNING      | 02/00 00:00  CPRSPROVIDER,S compl
3  General Note          | 01/00 00:00  CPRSPROVIDER,T compl
4  SOAP - GENERAL NOTE   | 12/00 00:00  CPRSPROVIDER,O compl

Enter the numbers of the items you wish to act on. >>>
NW Write New Note    CV Change View ...  SP Select New Patient
AD Add New Orders    CC Chart Contents ...Q  Close Patient Chart
Select: Chart Contents//

```

8. Enter NW for Write New Note. Respond to the following prompts as appropriate.

```

Select: Chart Contents// NW Write New Note
Available note(s): 11/00/96 thru 02/00/97 (9)
Do you wish to see any of these notes? NO// <Enter>

Personal PROGRESS NOTES Title List for TWO CPRSPROVIDER

 1 Crisis Note
 2 Advance Directive
 3 Adverse Reactions
 4 Other Title

TITLE: (1-4): 3// <Enter>
      Adverse React/Allergy

Creating new progress note...
      Patient Location: 2B
      Date/time of Admission: 09/00/95 10:00
      Date/time of Note: NOW
      Author of Note: CPRSPROVIDER,TEN
...OK? YES//
SUBJECT (OPTIONAL description):<Enter>

Calling text editor, please wait...
1>GETTING MORE TESTS TODAY.
2> <Enter>

EDIT Option:
Save changes? YES// <Enter>
Saving Adverse React/Allergy with changes...
Enter your Current Signature Code: <Enter>
NOT SIGNED.
Press RETURN to continue...
Print this note? No// YES
Do you want WORK copies or CHART copies? CHART// WORK
DEVICE: HOME// <Enter> VAX

```

You can define a Title List like this in Personal Preferences.

Your site can set a parameter to turn this prompt off.

```

-----
CPRSPATIENT,ONE 000-00-0001                               Progress Notes
-----
NOTE DATED: 03/00/97 00:00   ADVERSE REACT/ALLERGY
ADMITTED: 09/00/95 00:00 2B
GETTING MORE TESTS TODAY.

                                ONE CPRSPROVIDER 03/00/97 00:00

Enter RETURN to continue or ^ to exit:
Searching for the patient's chart ...

```

To sign a Progress Note:

1. Select Notes from the Chart Components screen.

```

Select chart component: N  Notes
Searching for the patients chart ...

Completed Progress Notes      Mar 00, 1997 00:00:00   Page: 1 of 1
CPRSPATIENT,ONE 00-00-0001    2B           JAN 00,1951   <CWA>
Attend: CPRSPROVIDER,TEN      PrimCare: CPRSPROV,    PCTeam: CURTEAM
Title                          Written              Sig Status
1 Adverse React/Allergy       | 03/00 00:00         unsig
2 Adverse React/Allergy       | 03/00 18:00         unsig
3 CRISIS NOTE                 | 02/00/97 08:00     completed
4 CLINICAL WARNING            | 02/00/97 09:00     completed
5 General Note                 | 01/00/97 14:00     completed
6 CLINICAL WARNING            | 01/00/97           completed
Enter the numbers of the items you wish to act on. >>>
NW Write New Note  CV Change View ...   SP Select New Patient
AD Add New Orders  CC Chart Contents ... Q  Close Patient Chart
Select: Chart Contents//  CV

```

2. Select CV for Change View, to see all your unsigned notes.

```

1  all signed           4  signed/author       Save as Preferred View
2  my unsigned         5  signed/dates        Remove Preferred View
3  my uncosigned
Select context: 2

```

3. Enter the number of the note to be signed.

| Unsigned Progress Notes | | Mar 00, 1997 00:00:00 | Page: 1 of 1 |
|--|---------------------|-----------------------|--------------------|
| CPRSPATIENT,ONE | 00-00-0001 | 2B | JAN 00,1951 <CWA> |
| Attend: CPRSPROVIDER,TEN | PrimCare: CPRSPROV, | PCTeam: CURTEAM | |
| Title | Written | Author | SigSt |
| 1 Adverse React/Allergy | 03/00 15:00 | CPRSP,O | unsig |
| 2 Nursing Education Note | 03/00 09:00 | CPRSP,T | unsig |
| Enter the numbers of the items you wish to act on. >>> | | | |
| NW | Write New Note | CV | Change View ... |
| SP | Select New Patient | | |
| AD | Add New Orders | CC | Chart Contents ... |
| Q | Close Patient Chart | | |
| Select: | Chart Contents// | 1 | |

4. The selected unsigned note and actions appear. Select Sign



| Unsigned Notes | | Mar 00, 1997 00:00:00 | Page: 1 of 1 |
|--|------------------|-----------------------|-------------------|
| CPRSPATIENT,ONE | 00-00-0001 | 2B | JAN 00,1951 <CWA> |
| Title | Written | Author | SigSt |
| 1 Adverse React/Allergy | 03/00 15:00 | CPRSP,O | unsig |
| Enter the numbers of the items you wish to act on. >>> | | | |
| Edit | Detailed Display | Identify signers | |
| Make Addendum | Browse | Copy | |
| Sign | Print | Delete | |
| Select Action: | S | SIGN | |

7. Orders

From the Orders tab, you can review current orders for a patient and place new orders for consults, medications, lab tests, radiology procedures, diets, consults, and procedures, as well as nursing and activity orders.

7.1. Reviewing orders

1. After selecting a patient, select the Chart Contents (CC) action.

| Cover Sheet | | Mar 00, 1997 00:00:00 | Page: 1 of 2 |
|--|---|-----------------------|-------------------|
| CPRSPATIENT,ONE | 00-00-0001 | 2B | JAN 00,1951 <CWA> |
| Attend: CPRSPROVIDER,TEN | PrimCare: CPRSPROV, | PCTeam: CURTEAM | |
| Item | Entered | | |
| <u>Allergies/Adverse Reactions</u> | | | |
| 1 | Moderate reaction to STRAWBERRIES (rash) | 10/00/95 | |
| 2 | Severe reaction to PENICILLIN (nausea,vomiting, diarrhea) | 11/00/95 | |
| 3 | ERYTHROMYCINS/MACROLIDES (itching, watering eyes) | 03/00/97 | |
| <u>Patient Postings</u> | | | |
| 4 | CRISIS NOTE | 02/00/97 08:00 | |
| 5 | CLINICAL WARNING | 01/00/97 | |
| <u>Recent Vitals</u> | | | |
| B/P: | 120/80 | 02/00/97 11:00 | |
| Ht: | 70 | 02/00/97 11:00 | |
| Pulse: | 80 | 02/00/97 11:00 | |
| Resp: | 27 | 02/00/97 11:00 | |
| <u>Immunizations</u> | | | |
| | Tuberculosis. | 02/00/97 12:00 | |
| + Enter the numbers of the items you wish to act on. >>> | | | |
| Cover Sheet | Orders | Imaging | Reports |
| Problems | Meds | Consults | |
| Notes | Labs | D/C Summaries | |
| Select chart component: <input type="radio"/> Orders | | | |
| Searching for the patient's chart... | | | |

Shortcut:
You can enter AD here to skip the next screen (if you don't want to review orders).

2. Select the Orders tab.

- The Active Orders screen for your patient is displayed.

| Active Orders | | Mar 00, 1997 00:00:00 | Page: 1 of 13 |
|---|---------------------|-----------------------|--------------------|
| CPRSPATIENT, ONE | 00-00-0001 | 2B | JAN 00, 1951 <CWA> |
| Attend: CPRSPROVIDER, TEN | PrimCare: CPRSPROV, | PCTeam: CURTEAM | |
| Item Ordered | Requestor | Start | Stop Sts |
| 1 LITHIUM SERUM LC LB #876 | CPRSPROVIDER, T | 03/00/97 | actv |
| 2 MAGNESIUM SERUM LC LB #876 | CPRSPROVIDER, T | 03/00/97 | actv |
| 3 CHEM 7 SERUM LC LB #876 | CPRSPROVIDER, T | 03/00/97 | actv |
| 4 + CBC BLOOD LC LB #876 Q4D | CPRSPROVIDER, T | 03/00/97 | actv |
| 5 Consult to Surgery Bedside | CPRSPROVIDER, O | | pend |
| 7 >> Change Treating Specialty to SURGERY | CPRSPROVIDER, O | 03/00/97 | unr |
| Attending: CPRSPROVID, E Primary: | | 17:39 | |
| 8 >> TPR B/P Ht Wt q2h | CPRSPROVIDER, O | | unr |
| 9 NPO Diet Effective MIDNIGHT | CPRSPROVIDER, O | | unr |
| + Enter the numbers of the items you wish to act on. | | | |
| AD | Add New Orders | CV | Change View ... |
| RV | Review New Orders | CC | Chart Contents ... |
| TD | Delayed Orders | SP | Select New Patient |
| | | | Q |
| Close Patient Chart | | | |
| Select: Next Screen// AD | | | |

NOTE: + in front of a Lab order indicates that this order will be done multiple times according to a selected schedule.

7.2. Change View

You can change the way orders are displayed by selecting Change View at the Active Orders screen and choosing one of the criteria listed. You can save a view to be your default view; i.e., the view that displays whenever you go into the orders screen.

| | | |
|---------------------------------------|--------------|------------------------|
| Select: Next Screen// | CV | Change View ... |
| Status | Date range | Save as Preferred View |
| Service/Section | Short Format | Remove Preferred View |
| Select attribute(s) to change: | SH | Short Format |
| Searching for the patient's chart ... | | |

Short Format Example

This format doesn't list the requestor or stop date.

| Active Orders | | Apr 00, 1997 00:00:00 | | Page: 1 of 10 | |
|--|-----------------------|-----------------------|--------------------|---------------|--|
| CPRSPATIENT,ONE | 00-00-0001 | 2B | JAN 00,1951 | <CWA> | |
| Attend: CPRSPROVIDER,TEN | PrimCare: CPRSPROV, | PCTeam: CURTTEAM | | | |
| Item Ordered | Start Date | Order Status | | | |
| 1 >> TPR B/P qld *UNSIGNED* | | unreleased | | | |
| 2 >> Diagnosis SIKOCIS | 03/00/97 17:00 | active | | | |
| 3 >> Condition FARFRMGROVIN | 03/00/97 10:00 | active | | | |
| 4 Reaction to BEESWAX Mar 00, 1997 | 03/00/97 | active | | | |
| 6 >> Condom Catheter CONVERTABLE | 03/00/97 09:00 | active | | | |
| + Enter the numbers of the items you wish to act on. >>> | | | | | |
| AD Add New Orders | CV Change View ... | SP | Select New Patient | | |
| RV Review New Orders | CC Chart Contents ... | Q | | | |
| Close Patient Chart | | | | | |
| TD Delayed Orders | | | | | |

7.3. Order Screen Actions

When you select an order (by entering the number of the order at the Select Action prompt), a list of actions appears that you can perform on that order.

+ **NOTE:** This is a significant change from OE/RR, where the actions were visible at the bottom of the review screen before you selected an order.

| Active Orders | | Jul 00, 1997 00:00:00 | | Page: 1 of 17 | |
|--|---------------------|-----------------------|---------------|---------------|--|
| CPRSPATIENT,ONE | 00-00-0001 | 2B | JAN 00,1951 | <CWA> | |
| Attend: CPRSPROVIDER,TEN | PrimCare: CPRSPROV, | PCTeam: CURTTEAM | | | |
| Selected date range: Not Applicable (active orders being viewed) | | | | | |
| Item Ordered | Requestor | Start | Stop | | |
| <u>Sts</u> | | | | | |
| 1 Electrocardiogram Bedside | CPRSPROVIDER,T | 03/00/97 | pend | | |
| 2 CHEM 7 SERUM WC LB #1535 | CPRSPROVIDER,T | 03/00/97 | pend | | |
| 3 CBC & MORPHOLOGY (WITH DIFF) BLOOD SP LB #1534 | CPRSPROVIDER,T | 03/00/97 | actv | | |
| | | 00:00 | | | |
| 4 Consult to Neurology Bedside | CPRSPROVIDER,T | 03/00/97 | pend | | |
| 5 SODIUM, SODIUM SERUM, SERUM WC, WC | CPRSPROVIDER,T | 03/00/97 | actv | | |
| 6 GLUCOSE SERUM WC LB #1525 | CPRSPROVIDER,T | 03/00/97 | actv | | |
| | | 07:00 | | | |
| 7 + CBC BLOOD WC LB #1522 Q4D | CPRSPROVIDER,T | 03/00/97 | actv | | |
| | | 07:00 | | | |
| 8 WESTERGREN* BLOOD WC LB #1522 | CPRSPROVIDER,T | 03/00/97 | actv | | |
| | | 07:00 | | | |
| 9 DIFF & RBC MORPHOLOGY BLOOD WC LB #1522 | CPRSPROVIDER,T | 03/00/97 | actv | | |
| | | 07:05 | | | |
| + Enter the numbers of the items you wish to act on. >>> | | | | | |
| Change | Sign | Flag | Details | Copy | |
| Renew | Hold | Unflag | Results | Print ... | |
| Discontinue | Release Hold | Ward Comments | Alert Results | | |
| Select Action: | | | | | |

These actions are described on the next page.

Order Actions

| Action | Description |
|---|--|
| Change | Inpatient Medications allows editing of orders while they are still pending. Other service/sections require the old order to be "DC'd" (cancelled) and a new order to be added, if the original was incorrect. Changed orders appear on the Review Screen as DC'd orders, along with the new order. |
| Renew | If allowed by the service (usually only Pharmacy), you can renew/reinstate order(s) that have been discontinued. |
| Discontinue | Lets you discontinue orders that haven't been released to the service yet or that hasn't expired yet. After you request that an order be discontinued, you must electronically sign it or indicate that it's been signed on the chart. It will then show up on the "New/Unsigned Orders" screen as a discontinued order. If an order is discontinued by the service, a notification will be triggered that the order (for discontinuation) requires a chart signature. |
| Sign | This lets you sign an order electronically by entering your electronic signature code, or indicate that the order was signed on-chart. |
| Hold | You can place an Order on hold, preventing further processing until "unhold" action or expiration of order. Not all packages may allow their orders to be placed on hold; Pharmacy orders may be placed on hold, but Lab orders can't. |
| Release Hold | This action allows an order to continue its processing. |
| Flag | This action lets you place a notice that the order needs clarification or further instructions. |
| Unflag | Takes the flag off after clarification or instructions are received. |
| Ward Comments | You can add ward comments about an order; these will be displayed on the Details screen. |
| Details | More information about the selected order is displayed. |
| Results | Allows you to (enter or view) results for an order. |
| Alert Results | Allows you to (enter or view) alert results for an order. |
| Copy | This is a shortcut that allows you to copy an order, rather than having to completely write a new order. This action is useful for when hospital policy requires that new orders be written periodically, or when orders are discontinued for ward transfers. |
| Print Labels Work Copies Service Copies Requisitions Chart Copies | When you select the Print action, it presents the types of printing allowed. You can print Labels or Requisitions. You can print a copy of all current orders, by service or Ward, using a pre-defined format. Each hospital can only have one format for Service Copies or Work Copies. These copies will normally be printed on a service printer. You can print a copy of all current orders that would appear on a patient's chart, using a pre-defined format. <i>Each hospital can only have one format for Chart Copies.</i> |

7.4. Add New Orders

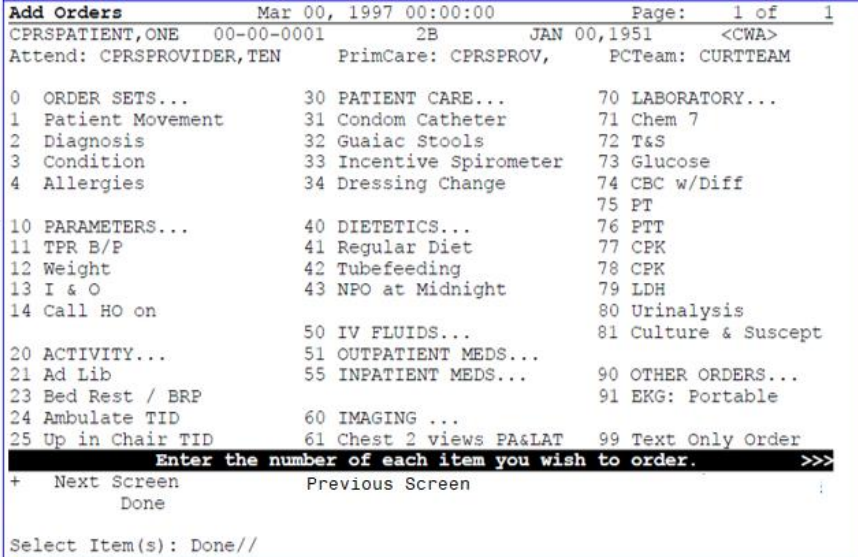
The Add New Orders action leads to the Add Orders screen. The Add Orders screen varies widely from user to user, based on how your local coordinators have set it up to best fit your needs. You can order from many services, by individual order, by several selections separated by commas, or by a range of numbers separated by a hyphen. After completing one order, you proceed automatically to the next.

When you have finished placing orders, enter Q. You will then be prompted to sign these new orders. When the order(s) are signed, service copies print to the appropriate area(s) for action. Chart copies may print at the nurses' station/patient location.

Items with ellipses (...) after them bring up menus of available items within that category. Other orders are "quick orders." These are commonly ordered items that have been set up with pre-defined defaults, reducing the number of prompts.

Add Orders Screen Example

NOTE:
This screen can be customized for a user, specialty, or team by the Clinical Coordinator.



```

Add Orders                               Mar 00, 1997 00:00:00           Page: 1 of 1
CPRSPATIENT,ONE 00-00-0001 2B JAN 00,1951 <CWA>
Attend: CPRSPROVIDER,TEN PrimCare: CPRSPROV, PCTeam: CURTTEAM

0 ORDER SETS...                          30 PATIENT CARE...          70 LABORATORY...
1 Patient Movement                       31 Condom Catheter          71 Chem 7
2 Diagnosis                               32 Guaiac Stools            72 T&S
3 Condition                               33 Incentive Spirometer     73 Glucose
4 Allergies                               34 Dressing Change          74 CBC w/Diff
                                           75 PT
10 PARAMETERS...                         40 DIETETICS...            76 PTT
11 TPR B/P                               41 Regular Diet             77 CPK
12 Weight                                 42 Tubefeeding              78 CPK
13 I & O                                  43 NPO at Midnight          79 LDH
14 Call HO on                             50 IV FLUIDS...            80 Urinalysis
                                           51 OUTPATIENT MEDS...      81 Culture & Suscept
20 ACTIVITY...                            55 INPATIENT MEDS...        90 OTHER ORDERS...
21 Ad Lib                                 60 IMAGING ...              91 EKG: Portable
23 Bed Rest / BRP                         61 Chest 2 views PA&LAT     99 Text Only Order
24 Ambulate TID
25 Up in Chair TID
Enter the number of each item you wish to order. >>>
+ Next Screen                             Previous Screen
  Done
Select Item(s): Done//
```

An event-delayed order is an order that is executed only after a predefined event (known as a release event) occurs. A release event can be an event such as an admission, discharge, or transfer. For example, you could write an event-delayed diet order that would not execute until a patient is transferred to a specific ward.

A CAC defines the release events at your site. (For more information on defining release events, see Appendix G of the CPRS List Manager Technical Manual or the Event- Delayed Orders topic in the CPRS GUI Technical Manual). Once a CAC has defined a release event, you can write an order that will not execute until that release event occurs.

7.4.1. Placing an Event-Delayed Order

To place an event-delayed order, follow these steps:

1. From the Orders tab, select Delayed Orders by typing TD.
2. Enter the name or number of the release event at the Select RELEASE EVENT prompt. CPRS will return to the Orders tab screen. The name of the release event that you selected will appear at the top of the screen. If there are existing orders for that release event, they will appear on the tab.

| Delayed Admit To General SurgeMar 00, 2005@12:03:32 | | | | | | Page: 1 of 1 |
|--|-----------------------|-----------------------|--------|--------------|--|--------------|
| CPRSPATIENT, TWELVE | | 666-00-0012 | W-6AS0 | 11/00/66(38) | | |
| PrimCare: UNKNOWN | | PCTeam: | | <A> | | |
| Item Ordered | Provider | Start | Stop | Sts | | |
| 1 VANCOMYCIN INJ 1GM/1VIAL IV Q8H | CPRSPROV, T | | | dlay | | |
| 2 NPO Diet | CPRSPROV, T | | | dlay | | |
| Enter the numbers of the items you wish to act on. >>> | | | | | | |
| NW Add New Orders | CV Change View ... | SP Select New Patient | | | | |
| RV Review New Orders | CC Chart Contents ... | Q Close Patient Chart | | | | |
| TD Delayed Orders | | | | | | |
| Select: Chart Contents// <u>Event-delayed orders for the Admit to Medicine release event appear on the Orders tab.</u> | | | | | | |

3. Add a new order by typing NW.
4. Enter the order as you normally would.

7.4.2. Changing the Release Event of an Existing Order

To change the release event of an existing order, follow these steps:

1. From the Orders tab, select Delayed Orders by typing TD.
2. At the Select RELEASE EVENT prompt, select the release event currently associated with the existing order.

The orders associated with that release event will appear.

- Type the number of the order that you would like to change.

| Item Ordered | Provider | Start | Stop | Sts |
|--|------------|----------|----------|------|
| NPO none | CPRSPROV,T | 03/00 | 03/00/02 | dc |
| <Replaced with new diet order> | | | | |
| CATHETERIZATION CARDIOLOGY (OEX) Proc | CPRSPROV,T | 03/00 | | pend |
| Bedside | | 11:00 | | |
| Reaction to BEER | CPRSPROV,T | | | dlay |
| 0.9NS INJ 250 ml 200 ml/hr | CPRSPROV,T | | | pend |
| NPO *UNSIGNED* | CPRSPROV,T | | | dlay |
| Tubefeeding: MAGNACAL FULL strength 2000 | CPRSPROV,T | 03/00/02 | | actv |
| KCAL/QD | | 08:00 | | |

Enter the numbers of the items you wish to act on. >>>

| | | |
|----------------------|-----------------------|-----------------------|
| NW Add New Orders | CV Change View ... | SP Select New Patient |
| RV Review New Orders | CC Chart Contents ... | Q Close Patient Chart |
| TD Delayed Orders | | |

Select: Chart Contents//

- Select Edit Release Event by typing Edit Release at the Select Action prompt.
- Type No at the Remove the release event from these orders? prompt.
- Select a new release event at the Select RELEASE EVENT prompt.

7.4.3. Removing the Release Event from an Existing Order

To remove the release event from an existing order, follow these steps:

- From the Orders tab, select Delayed Orders by typing TD.
- At the Select RELEASE EVENT prompt, select the release event currently associated with the order.
The orders associated with that release event will appear.
- Type the number of the order that you would like to change.

| Delayed Surgery Event Orders | | Mar 00, 2002 00:00:00 | Page: 1 of 1 |
|--|-----------------------|-----------------------|--------------|
| CPRSPATIENT, TWELVE | 666-00-0012 | W-6AS0 | 11/00/66(38) |
| PrimCare: UNKNOWN | PCTeam: | | <A> |
| | | | <CWAD> |
| Item Ordered | Provider | Start | Stop Sts |
| 1 NPO none | CPRSPROV, T | 03/00 | 03/00/02 dc |
| <Replaced with new diet order> | | 11:00 | 12:00 |
| 2 CATHETERIZATION CARDIOLOGY (OEX) Proc | CPRSPROV, T | 03/00 | pend |
| Bedside | | 11:00 | |
| 3 Reaction to BEER | CPRSPROV, T | | dlay |
| 4 0.9NS INJ 250 ml 200 ml/hr | CPRSPROV, T | | pend |
| 5 NPO *UNSIGNED* | CPRSPROV, T | | dlay |
| 6 Tubefeeding: MAGNACAL FULL strength 2000 | CPRSPROV, T | 03/28/02 | actv |
| KCAL/QD | | 08:00 | |
| Enter the numbers of the items you wish to act on. >>> | | | |
| NW Add New Orders | CV Change View ... | SP Select New Patient | |
| RV Review New Orders | CC Chart Contents ... | Q Close Patient Chart | |
| TD Delayed Orders | | | |
| Select: Chart Contents// | | | |

4. Select Edit Release Event by typing Edit Release at the Select Action prompt.
5. Type Yes at the Remove the release event from these orders? prompt.

7.4.4. Manually Releasing Event-Delayed Orders

To release an event-delayed order manually (before the delay event occurs) follow these steps:

Note: You must sign an order before it can be released.

1. From the Orders tab, select Delayed Orders by typing TD.
2. At the Select RELEASE EVENT prompt, select the release event currently associated with the order.
The orders that are associated with the release event will appear in a numbered list.
3. Type the number of the order that you would like to release.
The order that you selected will be highlighted.
4. Select Release Orders by typing R.
5. If the Patient Location prompt appears, enter a location.
6. If the Enter your Current Signature Code prompt appears, enter your signature code
7. Enter the appropriate response at the Should the orders be printed using the new location? prompt.
8. Enter the appropriate response at the Print CHART COPY for the orders ? prompt.

9. Enter the appropriate response at the Print LABELS? for the orders prompt

```

Delayed Surgery Event Orders Mar 00, 2002 00:00:00 Page: 1 of 1
CPRS PATIENT, TWELVE 666-00-0012 W-6AS0 11/00/66 (38)
PrimCare: UNKNOWN PCTeam: <A>
                                     <CWAD>
Item Ordered Provider Start/Event Sts
1 D5W INJ, SOLN 1000 ml 300 ml/hr | CPRSPROV, T Adm to medicine pend
2 GENTAMICIN INJ, SOLN 1000 ML in | CPRSPROV, T Adm to medicine pend
  D5W INJ, SOLN 1000 ml, |
  0.9NS INJ 250 ml 300 ml/hr |
3 NPO *UNSIGNED* | CPRSPROV, F Adm to medicine dlay

Enter the numbers of the items you wish to act on.
Release to service Edit Release Event
Cancel Detailed Display
Select action:

```

7.4.5. Viewing Event Delayed Orders After they are Released

1. From the Orders tab, select Change View by typing CV.
2. Select Auto DC/Release Event by typing A.
3. At the Select Patient Event prompt, enter the release event associated with the orders you would like to view.

The appropriate orders will appear on the Orders tab.

7.5. Quick Orders

Quick Orders allow you to enter diets, labs, meds, etc. without going through as many steps. These are types of orders that clinicians have determined to be their most commonly ordered items, with standard collection times, routes, and other conditions. To select a quick order from the AD order screen, simply enter the number shown on your Add Orders menu (other than the #s for the categories LABORATORY, MEDICATIONS, IMAGING, DIETETICS, etc.), then the conditions for the order are displayed for you to accept, edit, or cancel.

7.6. Order Sets

Order sets are comprised of a group of related quick orders. The purpose is to minimize the number of prompts to answer for a common protocol or set of orders.

See your coordinator or the CPRS Set-Up Guide for instructions about creating order sets. If your site has created order sets (e.g., for admission orders, pre-op orders, etc.), you can select one from the Add Orders screen.

7.7. Reviewing and Signing New Orders

☛ After you have entered all of your orders for a patient and you accept the default of DONE at the Select Action Prompt, you are returned to the Cover Sheet. If you enter Q to exit the patient chart, the New Orders screen is displayed and you are prompted to sign all orders you have just placed.

You can also enter RV from other screens where Review New Orders doesn't appear as an action (it's on the hidden menu). You can then sign all orders, if you wish.

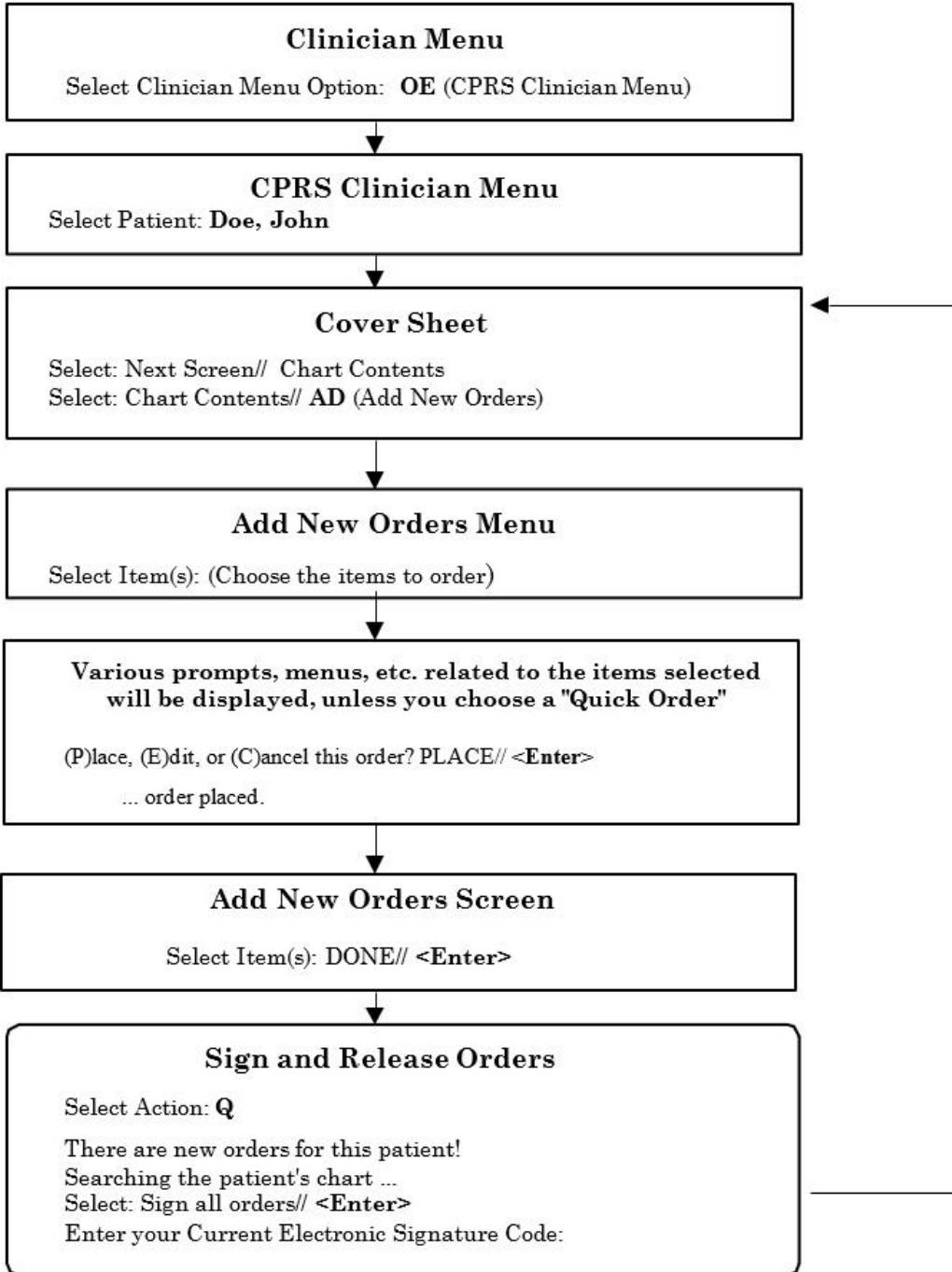
| New Orders | | Mar 00, 2002 00:00:00 | | Page: 1 of 1 | |
|--|--------------------|-----------------------|-------|---------------------|--|
| CPRSPATIENT, TWELVE | | 666-00-0012 | | W-6AS0 11/00/66(38) | |
| PrimCare: UNKNOWN | | PCTeam: | | <A> | |
| Selected date range: None Selected | | | | | |
| Item Ordered | Requestor | Start | Stop | Sts | |
| 1 >> TPR B/P QD *UNSIGNED* | CPRSPROV,T | | | unr | |
| 2 >> Ambulate TID *UNSIGNED* | CPRSPROV,T | | | unr | |
| 3 NPO Diet *UNSIGNED* | CPRSPROV,T | | | unr | |
| 4 COAGULATION (PT & PTT) BLOOD PLAS LC QD *UNSIGNED* | CPRSPROV,T | | | unr | |
| 5 Consult to CARDI Bedside *UNSIGNED* | CPRSPROV,T | | | unr | |
| Enter the numbers of the items you wish to act on. >>> | | | | | |
| + Next Screen | \$ Sign All Orders | Q | Close | | |
| - Previous Screen | AD Add New Orders | | | | |
| Select: Sign All Orders// <Enter> Sign All Orders | | | | | |
| Enter your Current Signature Code: (XXXX) SIGNATURE VERIFIED | | | | | |
| Processing orders ... | | | | | |
| Bed Rest / BRP active. | | | | | |
| CHEM 7 BLOOD SERUM LC pending... | | | | | |

In order to sign some medication orders, you may need to indicate whether

- Radiation
- Persian Gulf War
- Head or Neck Cancer

7.8. Adding New Orders

Sequence of Screens and Actions



7.9. Ordering, by Service/Category

Patient Movement

You can order patient movements - Admit, Transfer, Discharge, and Treating Specialty changes - with this order type.

Example

```

Add Patient Movement Orders Sep 00, 1997 00:00:00 Page: 1 of 1
CPRSPATIENT, TWELVE 666-00-0012 2B 11/00/66(38)
PrimCare: UNKNOWN PCTeam: <A>

1 Admit Patient
2 Transfer Patient
3 Discharge Patient
4 Change Treating Specialty

Enter the number of each item you wish to order. >>>
+ Next Screen TD Set Delay ... Q Done
- Previous Screen RV Review New Orders ...
Select Item(s): Done//

```

7.10. Ordering Parameters/Activity/Patient Care Orders/Free Text

Parameters, Activity, Patient Care, and Free Text orders are different kinds of orders that are placed for nursing and ward staff to take action on. They print only at the patient's ward/ location, and are not transmitted electronically to other Services for completion.

Examples of these various kinds of nursing orders are:

Documentation Symbols and Descriptions

| Order type | Order |
|--------------|---|
| Parameters | vital signs |
| Activity | bed rest, ambulate, up in chair |
| Patient Care | skin and wound care, drains, hemodynamics |
| Free text | immunizations |

Pre-defined nursing orders (quick orders) may be available under various sub-menus. Nursing orders may also be composed by selecting the Text Only option from the Order Screen. These orders require the ward staff to take action to complete the request.

Patient Care Orders Example

| | | | |
|--|-----------------------|-------------------------|--------------|
| Add Orders | | Apr 00, 1997 00:00:00 | Page: 1 of 1 |
| CPRSPATIENT, TWO | 666-00-0002 | AMCL | 1/00/57(48) |
| 0 NURSING... | 30 HEMODYNAMICS... | 60 RESPIRATORY... | |
| 1 Chest Tube | 31 Arterial Line | 61 TCDB | |
| 2 Push Fluids | 32 Arterial Sheath | 62 Chest PT | |
| 3 Neuro Check | 33 Venous Sheath | 63 Suction | |
| 4 Glasgow Coma | 34 Swan Ganz Catheter | 64 Trach Care | |
| 5 Guaiac Aspirate | 35 Cardiac Output | | |
| 6 Guaiac Emesis | | 70 OXYGEN THERAPY... | |
| 7 Urine pH | 40 DRAINS... | 71 O2 3lt nasal cannula | |
| 8 Urine Spec Grav | 41 Colostomy | 72 O2 4lt nasal cannula | |
| | 42 Indwelling Urinary | 73 Mask 35 per cent | |
| 20 SKIN & WOUND... | 43 Hemovac | 74 Mask 40 per cent | |
| 21 Cold Packs | 44 Ileostomy | 75 Mask 50 per cent | |
| 22 Warm Packs | 45 Jackson Pratt | 76 Ventilator | |
| 23 Warm Soaks | 46 Nasogastric | | |
| 24 Air Mattress | 47 Penrose | | |
| 25 Water Mattress | 48 Rectal Tube | | |
| 26 Sheepskin | 49 Urostomy | 99 Text Only Order | |
| Enter the number of each item you wish to order. >>> | | | |
| + Next Screen | TD Set Delay ... | Q Done | |
| Select Item(s): Done// | | | |

7.11. Ordering Diets

NOTE: Press <Enter> after you enter each response.

1. Select 40, Dietetics, from the Add Orders screen.
2. Enter the number (1) from the list of diet options.
3. At the Diet prompt, type in the specific diet. A Diet prompt appears which provides for combination diets. Each combination is entered separately, e.g. Low Sodium <Enter> High protein <Enter>. If additional types are not desired, press <Enter>.
4. Enter the Effective date/time. (Automatically defaults to NOW.)
5. Enter the Expiration date/time. (Usually +28D for Med. and Psych. and +84D for EC)
6. Indicate the Delivery type. (Defaults to the unit's specific policy.)
7. The order displays. Select Edit, Cancel, or Place.

NOTE: If you enter a diet request after routine meal times, you will automatically be prompted for a late tray. If needed, select the time of delivery.

7.12. Overview of New CPRS/POE Functionality

To make it easier for providers to enter medication orders and have fewer orders that needed to be changed by pharmacy and sent back for provider signature, the Pharmacy Ordering Enhancement (POE) project was undertaken. The aim of this project was to make it easier for clinicians to enter medication orders and have the computer do the work in the background to also get pharmacists the information they need to fill the orders appropriately.

In doing this, the ORDER DIALOG file was changed to alter how CPRS prompts clinicians for the information needed in a way that is more natural for them and will hopefully reduce the number of orders that need to be edited and sent back for signature again. Changes include removing the Dispense drug prompt and instead request a dose, using an API to ensure that the VA policy that a provider ordering a controlled substance must have a DEA or VA number, autocalculation of the quantity if a common dispense drug and a standard schedule are entered, and the availability of standard schedules to name a few.

For the List Manager interface, the changes will be seen in the dialogs that you normally use. In addition, another Medications item called Medications may have been added to your ordering menu. The Medications item can be used in addition to the existing dialogs for INPATIENT MEDS, OUTPATIENT MEDS, and IV FLUIDS. The only difference between this new dialog and the Inpatient and Outpatient dialogs is that Medications will automatically assign the ordering context (Inpatient vs. Outpatient) based on the selected patient's current admission/visit status. The Medications item provides a single dialog for medication orders instead of forcing the provider to pick among the INPATIENT MEDS, OUTPATIENT MEDS, and IV FLUIDS order dialogs. If the provider wants to use those specific dialogs, they are still available.

Note: With the new Medications item, the provider will not be able to write a prescription if the patient is currently admitted, or order an inpatient IV med for a patient in an outpatient clinic (i.e. you won't be able to write an order for the opposite context).

Therefore, the old INPATIENT MEDS, OUTPATIENT MEDS, and IV FLUIDS items should still be available for the provider to use.

There are several other changes that are explained in the POE Release Notes.

7.13. Ordering Outpatient Medications with a Simple Dose

1. Select Medications or your normal outpatient medications menu item from your Add Order Screen (AD).
2. Type in the medication name.
3. Select the medication formulation.

Note: CPRS now uses a look up from Pharmacy to check if the selected medication is a controlled substance that will require the signature of a provider with a DEA or VA number or a Schedule II (i.e., narcotics) drug that requires a wet signature (rather than an electronic one). For controlled substances, CPRS displays the message "Provider must have DEA# or VA# to order this drug!" Before an order for a controlled substance can be entered, the provider selected for the encounter must be able to sign the order. You may need to exit the dialog, change the provider, and then reenter the dialog. For a Schedule II (i.e., narcotics), the message is "This order will require a wet signature!"

Non-formulary medications are identified by the words "non-formulary" in parenthesis to the right of the medication. For example, you might see if you type in aspirin as the medication.

ASPIRIN SUPP,RTL (non-formulary)

4. For a simple dose, type N and press <Enter>.
5. Select the dose, if one is displayed, or enter a dose.
6. Enter Route. (Automatically defaults to the common route for this drug).
7. Enter a Schedule.
A message may display indicating what the normal fill for the selected medication is.
8. Enter a Days Supply. (The default fill is usually displayed.)
9. Enter the Quantity needed.
10. Enter Refills. This prompt must be answered. Enter 0 if no refills are desired.
11. Enter the method of delivery (WINDOW (automatic default), clinic or mail).
12. Enter a priority.
13. Enter comments if needed or desired.
14. The prescription displays. Select Edit, Cancel, or Place.
15. Enter another medication if desired. If you are finished and want to exit, press <Enter>.

Example: Ordering an Outpatient Medication with a Simple Dose

```

0 ORDER SETS...          30 PATIENT CARE...      70 LABORATORY...
1 Patient Movement      31 Condom Catheter      71 Chem 7
2 Diagnosis             32 Guaiac Stools        72 T&S
3 Condition             33 Incentive Spirometer  73 Glucose
4 Allergies            34 Dressing Change      74 Glucose in 15 minutes
SUPPLY                 35 IVFB QO              75 CBC
10 PARAMETERS...       40 DIETETICS...         76 PTT
11 TPR B/P             41 Regular Diet         77 CPK
12 Weight              42 Tube Feeding        78 CPK
13 I & O               43 NPO at Midnight     79 LDH
14 Call NO on         44 High Mineral at Evening
                    50 IV FLUIDS...        80 Urinalysis
                    51 OUTPATIENT MEDS...  81 Culture & Suscept
20 ACTIVITY...         55 INFATIENT MEDS...   89 Word Processing Order
21 Ad Lib              60 IMAGING ...         90 OTHER ORDERS...
23 Bed Rest / BRP     61 ECHOGRAM THYROID B SCAN
24 Ambulate TID       91 EKG: Portable       98 Cardiology
25 Up in Chair TID    99 Text Only Order
+   Enter the number of each item you wish to order.    >>>
+ Next Screen        TD Set Delay ...      Q Done

```

Select Item(s): Next Screen// 56 56

-- Medications --

Medication: as

- 1 ASCORBIC ACID TAB
- 2 ASPIRIN SUFF,RTL (non-formulary)
- 3 ASPIRIN TAB,CHEWABLE
- 4 ASPIRIN TAB,EC
- 5 ASPIRIN/BUTALBITAL/CAFFEINE TAB (non-formulary)

Press <RETURN> to see more, '^' to exit this list, OR

CHOOSE 1-5: 4 ASPIRIN TAB,EC ASPIRIN TAB,EC

Complex dose? NO// n NO

Choose from (or enter another):

- 1 325MG \$0.006
- 2 650MG \$0.012
- 3 975MG (non-formulary)
- 4 1950MG (non-formulary)

Dose: 1 325MG \$0.006

Route: ORAL//

Schedule: qam

90-DAY FILL

Days Supply: 90//

Quantity (TAB): 90//

Add New Orders

Sep 00, 2001@00:00:00
666-00-0002 GM

Page: 1 of 2
4/00/66(35)

Refills (0-3): 3

Pick Up: WINDOW//

Priority: ROUTINE//

Comments:

No existing text

Edit? No// (No)

```

-----
Medication: ASPIRIN TAB,EC 325MG
Instructions: 325MG ORAL QAM
Sig: TAKE 1 TABLET BY MOUTH EVERY MORNING
Days Supply: 90
Quantity (TAB): 90
Refills (0-3): 3
Pick Up: WINDOW
Priority: ROUTINE
-----

```

Order Checks:

>>> Duplicate order: ASPIRIN TAB,EC 325MG [PENDING]

(P)lace, (E)dit, or (C)ancel this order? PLACE//

7.14. Ordering Outpatient Medications with Complex Doses

1. Select Medications or your normal outpatient medications menu item from your Add Order Screen (AD).
2. Type in the medication name.
3. Select the medication formulation.

Note: CPRS now uses a look up from Pharmacy to check if the selected medication is a controlled substance that will require the signature of a provider with a DEA or VA number or a Schedule II (i.e., narcotics) that requires a wet signature (rather than an electronic one). For controlled substances, CPRS displays the message “Provider must have DEA# or VA# to order this drug!” Before an order for a controlled substance can be entered, the provider selected for the encounter must be able to sign the order. You may need to exit the dialog, change the provider, and then reenter the dialog. For a Schedule II (i.e., narcotics), the message is “This order will require a wet signature!”

Non-formulary medications are identified by the words “non-formulary” in parenthesis to the right of the medication. For example, you might see if you type in aspirin as the medication.

ASPIRIN SUPP,RTL (non-formulary)

4. For a complex dose, type Y and press <Enter>.
5. Select the first dose, if one is displayed, or enter a first dose.
6. Enter Route. (Automatically defaults to the common route for this drug).
7. Enter a Schedule.
A message may display indicating what the normal fill for the selected medication is.
8. Enter How Long the patient should take this dose.
9. If you want to enter another dose, select a conjunction (the choices are and, then, or except). When you are through entering additional doses, press <Enter> at this prompt.
10. Repeat steps 5-9 as needed to create the complex dose.
11. Enter a Days Supply. (The default fill is usually displayed.)
12. Enter the Quantity needed. If a common dispense drug can be found, the application will try to calculate the quantity using this formula: schedule x days supply = quantity.
13. Enter Refills. This prompt must be answered. Enter 0 if no refills are desired.
14. Enter the method of delivery (WINDOW (automatic default), clinic or mail).
15. Enter a priority.
16. Enter comments if needed or desired.
17. The prescription displays. Select Edit, Cancel, or Place.
18. Enter another medication if desired. If you are finished and want to exit, press <Enter>.

Example: Entering an Outpatient Order with a Complex Dose

```

Cover Sheet                      Sep 00, 2001@00:00:00          Page: 1 of 4
CPRSPATIENT,TWO                 666-00-0002          GM          4/00/66(35)
PrimCare: UNKNOWN                PCTeam:
                                     <CWAD>

Item                               Entered
-----
1 Allergies/Adverse Reactions      |
  Moderate reaction to CHILDREN (hives, | 03/00/98
  itching, watering eyes, nausea, vomiting, |
  diarrhea, anxiety, dry mouth, dry nose, |
  rash, hair loss)                   |
2 DUST (rash)                       | 06/00/98
3 TREES (itching, watering eyes)     | 03/00/99
4 ASPIRIN (anxiety, dry              | 01/00/00
  mouth)                              |
5 Mild reaction to PENICILLIN (rash) | 01/00/00
6 IBUPROFEN (drowsiness)            | 01/00/00
                                     |
Patient Postings                    |
7 CRISIS NOTE                        | 05/00/99 13:24
+ Enter the numbers of the items you wish to act on.

Select: Next Screen// AD Add New Orders

<Orders for CPRSPATIENT,TWO >

0 ORDER SETS...                     30 PATIENT CARE...                 70 LABORATORY...
1 Patient Movement                   31 Condom Catheter                 71 Chem 7
2 Diagnosis                           32 Guaiac Stools                   72 T&S
3 Condition                           33 Incentive Spirometer            73 Glucose
4 Allergies                           34 Dressing Change                 74 Glucose in 15 minutes
SUPPLY                                35 IVPB QO                         75 CBC
10 PARAMETERS...                     40 DIETETICS...                   76 PTT
11 TPR B/P                            41 Regular Diet                    77 CPK
12 Weight                              42 Tube Feeding                    78 CPK
13 I & O                               43 NPO at Midnight                 79 LDH
14 Call HO on                          44 High Mineral at Evening        80 Urinalysis
                                     50 IV FLUIDS...                   81 Culture & Suscept
20 ACTIVITY...                        51 OUTPATIENT MEDS...              89 Word Processing Order
21 Ad Lib                              55 INPATIENT MEDS...               90 OTHER ORDERS...
23 Bed Rest / BRP                     56 New Meds                        91 EKG: Portable
24 Ambulate TID                       60 IMAGING ...                     98 Cardiology
25 Up in Chair TID                    61 ECHOGRAM THYROID B SCAN        99 Text Only Order
+ Enter the number of each item you wish to order. >>>
+ Next Screen TD Set Delay ... Q Done

Select Item(s): Next Screen// 56 56

-- Medications --
Medication: WA
1 WARFARIN TAB
2 WATER SOLN,IRRG (non-formulary)
CHOOSE 1-2: 1 WARFARIN TAB
Complex dose? NO// YES
Choose from (or enter another):
1 2MG $0.27
2 2.5MG $0.028
3 4MG $0.54
4 5MG $0.266
5 7.5MG $0.417
6 10MG $0.622
7 15MG $0.834
8 20MG $1.244
Dose: 8 20MG $1.244

```

Example: Entering an Outpatient Order with a Complex Dose (cont'd.)

```
Route: ORAL//
Schedule: Q8H
How long: 30
And/then/except:
THEN
  Another Dose: 10MG      $0.622
  Schedule: Q12H
  How long: 30
  And/then/except:
THEN OK? YES//
  Another Dose: 4 SMG      $0.2
  Schedule: Q12H          66
  How long: 30
  And/then/except:

TAB

Days Supply: 90//
Quantity (TAB): 540//
Refills (0-3): 0
Pick Up: WINDOW//
Priority: ROUTINE//
Add New Orders          Sep 00, 2001@00:00:00      Page: 1 of 2
CPRSPATIENT,TWO        666-00-0002      GM          4/00/66(35)

Comments:
  No existing text
  Edit? No// (No)

-----
Medication: WARFARIN TAB 5MG
Instructions: 20MG ORAL Q8H FOR 30 DAYS THEN
              10MG ORAL Q12H FOR 30 DAYS THEN
              5MG ORAL Q12H FOR 30 DAYS
Sig: TAKE 4 TABLETS BY MOUTH EVERY 8 HOURS FO ...
Days Supply: 90
Quantity (TAB): 540
Refills (0-3): 0
Pick Up: WINDOW
Priority: ROUTINE
-----

(P)lace, (E)dit, or (C)ancel this order? PLACE// PLACE
... order placed.

Medication: //
```


7.15. Ordering Inpatient Medications with a Simple Dose

1. Select Medications or your normal inpatient medications menu item from the Add Order Screen (AD).
2. Type in the medication name.
3. Select the medication formulation.

Note: CPRS now uses a look up from Pharmacy to check if the selected medication is a controlled substance that will require the signature of a provider with a DEA or VA number. For controlled substances, CPRS displays the message “Provider must have DEA# or VA# to order this drug!” Before an order for a controlled substance can be entered, the provider selected for the encounter must be able to sign the order. You may need to assign a different provider for the encounter.

Non-formulary medications are identified by the words “non-formulary” in parenthesis to the right of the medication. For example, you might see if you type in aspirin as the medication.

ASPIRIN SUPP,RTL (non-formulary)

4. For a simple dose, type N and press <Enter>.
5. If possible doses have been entered, CPRS provides a list of possible doses. Select a listed dose or enter a dose.
6. Enter Route. (Automatically defaults to the common route for this drug).
7. Enter schedule, e.g., QID. Use caution when entering schedule. Use ALL uppercase, Use H for hour(s), and leave a space between time and PRN, e.g., Q4-6H PRN.
8. CPRS shows you the next scheduled administration time. Indicate whether you want to give the first dose now.

Note: Be careful when using “Give First Dose Now” that you do not overmedicate the patient. If you select yes to the prompt “Give First Dose Now?”, a separate order will be created for the “Now” dose and another order will be created for the other dose. Check that the combination of the Now dose and the original schedule does not overmedicate the patient.

9. Type in provider comments, if any, e.g., X 7 days, or special instructions.
10. The order displays. Select Edit, Cancel, or Place.
11. Enter another medication if desired or at the Medication prompt, press <Enter>.

Example: Entering an Inpatient Medication with a Simple Dose

```

<Orders for CPRSPATIENT,ONE>

0 ORDER SETS...          30 PATIENT CARE...      70 LABORATORY...
1 Patient Movement      31 Condom Catheter      71 Chem 7
2 Diagnosis             32 Guaiac Stools        72 T&S
3 Condition             33 Incentive Spirometer  73 Glucose
4 Allergies             34 Dressing Change      74 Glucose in 15 minutes
  SUPPLY               35 IVPB QO              75 CBC
10 PARAMETERS...       40 DIETETICS...         76 PTT
11 TFR B/P             41 Regular Diet         77 CFK
12 Weight              42 Tube Feeding         78 CFK
13 I & O               43 NPO at Midnight      79 LDH
14 Call HO on          44 High Mineral at Evening 80 Urinalysis
                       50 IV FLUIDS...         81 Culture & Suscept
20 ACTIVITY...         51 OUTPATIENT MEDS...    89 Word Processing Order
21 Ad Lib              55 INPATIENT MEDS...    90 OTHER ORDERS...
23 Bed Rest / BRP      56 New Meds             91 EKG: Portable
24 Ambulate TID        60 IMAGING ...          98 Cardiology
25 Up in Chair TID     61 ECHOGRAM THYROID B SCAN 99 Text Only Order
+   Enter the number of each item you wish to order.      >>>
+   Next Screen      TD Set Delay ...      Q Done

Select Item(s): Next Screen// 56 56

-- Medications --
Medication: I
  1 IBERET-FOLIC-500 TAB,SA (non-formulary)
  2 IBUPROFEN LIQUID SUSP
  3 ILETIN NPH ILETIN NPH INSULIN INJ (non-formulary)
  4 ILETIN NPH INSULIN INJ (non-formulary)
  5 IMFERON IRON DEXTRAN INJ,SOLN (non-formulary)
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 2 IBUPROFEN LIQUID SUSP
Complex dose? NO// NO
Choose from (or enter another):
  1 100MG/5ML $1.56
  2 200MG/10ML $3.12
Dose: 1 100MG/5ML $1.56
Add New Orders Sep 00, 2001@00:00:00 Page: 1 of 2
CPRSPATIENT,ONE 000-00-0001 GM 4/00/66(35)

Route: ORAL//
Schedule: Q6H
  1 Q6H
  2 Q6H
  3 Q6H
CHOOSE 1-3: 2
Next scheduled administration time: Sep 00, 2001@03:00
Give First Dose NOW? NO// NO
Priority: ROUTINE//
Comments:
  No existing text
  Edit? No// (No)

-----
Medication: IBUPROFEN LIQUID SUSP
Instructions: 100MG/5ML ORAL Q6H
Text: 100MG/5ML PO Q6H
Priority: ROUTINE
-----

(P)lace, (E)dit, or (C)ancel this order? PLACE//

```

7.16. Ordering Inpatient Medications with a Complex Dose

1. Select Medications or your normal outpatient medications menu item from the Add Order Screen (AD).
2. Type in the medication name.
3. Select the medication formulation.

Note: CPRS now uses a look up from Pharmacy to check if the selected medication is a controlled substance that will require the signature of a provider with a DEA or VA number. For controlled substances, CPRS displays the message “Provider must have DEA# or VA# to order this drug!” Before an order for a controlled substance can be entered, the provider selected for the encounter must be able to sign the order. You may need to exit the dialog, change the provider, and then reenter the dialog.

Non-formulary medications are identified by the words “non-formulary” in parenthesis to the right of the medication. For example, you might see if you type in aspirin as the medication.

ASPIRIN SUPP,RTL (non-formulary)

4. For a simple dose, type Y and press <Enter>.
5. If possible doses have been entered, CPRS provides a list of possible doses. Select a listed dose or enter a dose.
6. Enter Route. (Automatically defaults to the common route for this drug).
7. Enter schedule, e.g., QID. Use caution when entering schedule. Use ALL uppercase, Use H for hour(s), and leave a space between time and PRN, e.g., Q4-6H PRN.
8. Enter for how long (the number of days).
9. Select a conjunction (and or then) if you want to enter another dose, or when finished with dosing information, press <Enter> to go to the next prompt.
10. Repeat steps 5-9 until you have the dose as you want it.
11. Indicate whether you want to give the first dose now.

Note: Be careful when using “Give First Dose Now” that you do not overmedicate the patient. If you select yes to the prompt “Give First Dose Now?”, a separate order will be created for the “Now” dose and another order will be created for the other dose. CPRS also display a message: “First Dose NOW is in addition to those already entered. Please adjust the duration of the first one, if necessary.” Check that the combination of the Now dose and the original schedule does not overmedicate the patient.

12. Type in provider comments, if any, e.g., X 7 days, or special instructions.
13. The order displays. Select Edit, Cancel, or Place.
14. Enter another medication if desired or at the Medication prompt, press <Enter>.

Example: Entering an Inpatient Order with Complex Dosing

```
Medication: tet
  1  TETANUS  TETANUS & DIPHTHERIA TOXOID INJ
  2  TETANUS & DIPHTHERIA TOXOID INJ
  3  TETRACYCLINE  LIQUID SUSP
  4  TETRACYCLINE CAP,ORAL
  5  TETRACYCLINE INJ
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 4      TETRACYCLINE CAP,ORAL  TETRACYCLINE CAP,ORAL
Complex dose? NO// y YES
Choose from (or enter another):
  1  250MG      $0.036
  2  500MG      $0.072
Dose: 2  500MG      $0.072
Route: ORAL//
Schedule: q8h
How long: 7
And/then: t THEN
Another Dose: 1  250MG      $0.036
Add New Orders      Sep 00, 2001@00:00:00      Page:      1 of      2
CPRSPATIENT,ONE    000-00-0001      1A(1&2)/9-B      6/00/66(35)

Schedule: q8h
How long: 7
And/then:
Next scheduled administration time: Sep 00, 2001@05:00
Give First Dose NOW? NO// y YES
  >> First Dose NOW is in addition to those already entered.  <<
  >> Please adjust the duration of the first one, if necessary. <<
Comments:
  No existing text
  Edit? No// (No)

-----
Medication: TETRACYCLINE CAP,ORAL
Instructions: 500MG ORAL Q8H FOR 7 DAYS THEN
              250MG ORAL Q8H FOR 7 DAYS
Text: 500MG PO Q8H FOR 7 DAYS, THEN ...
First Dose: NOW
Priority: ROUTINE
-----

(P)lace, (E)dit, or (C)ancel this order? PLACE//
```

7.17. Ordering IV Fluids

1. Select IVs from the Add Order Screen (AD).
2. Available options are displayed; for example:
 - IV FLUIDS (WITH ADMIXTURE)...
 - IV MEDS...
 - [others, e.g., IV FLUIDS (NO ADDITIVES)...
3. A fluid with NO ADDITIVE leads to the free text/word-processing screen for order entry.
4. A fluid with an ADMIXTURE leads to the IV pharmacy package.

- a. Type in fluid desired (Use ?? for available selections). Entering a BASE fluid, i.e., D5, produces a fluid selection list containing that base.
- b. Enter Volume of fluid if different from default.
- c. Enter Additive by typing in the name of the additive.
- d. Additive will again be prompted for to allow for additional additives. Bypass by pressing <Enter> if no other additives are desired.
- e. Enter infusion rate in number(s) only. The numeric indicates the rate in cc/hr. Pharmacy uses ML/HR.
- f. Enter provider comments if desired, e.g. -- # of days or special instructions, e.g. MVI in one bag per day. NOTE-Placing the name of an additive as a comment DOES NOT constitute a valid order unless it is also entered at the Additive prompt.
- g. The order displays. Select Edit, Cancel, or Place.
- h. Respond Y or N to the prompt for another request.

Note: An IV MEDICATION leads to the Inpatient Medication package. Answer these prompts like any other inpatient medication. If you enter an IV MEDICATION with more than one additive, it will be saved as an IV FLUID so that all additives can be saved and displayed.

7.18. Ordering Imaging or Radiology Exams

1. Select the radiology procedure from the Common Radiology Procedure List by entering the appropriate number. This list automatically displays (enter ?? for additional choices).
2. Enter Modifier(s) if appropriate, e.g., Right, Portable (enter ?? for a complete list of choices).
3. Enter a Reason for the Request.
4. The order displays. Select Edit, Cancel, or Place.
5. Respond Y or N to the prompt for Another Request.

7.19. Ordering Labs

1. Enter the name of the lab tests desired.
2. Choose the method of collection Send to Lab, Ward Collect and Deliver, Lab Blood Team, or Immediate Collect by Lab Team.
3. Enter the collection date and time, e.g., T+3@0500, or Now.
4. Enter the Urgency.
5. Enter how often. (NOTE: If you select that this order will be done multiple times, a + will appear in front of the Lab order on the Orders screen).
6. The choices you have made are displayed.
7. Choose place, edit, or cancel.

NOTE: An Order Check notice such as the following might appear. This notice states that an order is a duplicate of a previously placed order for this patient. You have the option to place, edit, or cancel the order, based on this information.

```
Order Checks:
>>> Duplicate order: GLUCOSE TOLERANCE (URINE) URINE WC [UNRELEASED]

(P)lace, (E)dit, or (C)ancel this order? PLACE// c CANCEL
... order cancelled.
```

7.20. Ordering Consults & Procedures

1. Select 90, Other Orders, from the Add Orders screen.
2. Enter the service/specialty you're requesting the consultation from.
3. Enter the reason for the request.
4. Specify whether the service rendered will be on an inpatient or outpatient basis.
5. Enter the urgency for the consultation (stat, routine, within 48 hours, or within 72 hours).
6. Enter the place of Consultation (bedside or consultant's choice).
7. Enter the provisional diagnosis.

Note: CPRS checks if the diagnosis code is active as of the entry date as specified in Code Set Versioning (CSV). If the code is inactive, the user must change the code before proceeding. The check would occur on copy and change as well.

8. A list of the categories and their responses is displayed; verify or edit these by selecting Place, Edit, or Cancel.
9. You can now add another consult order or exit.

8. Meds

You can review and order Meds either through the Meds tab in Chart Contents or through the Add New Orders option on the Orders tab.

Example

| Cover Sheet | | Apr 00, 1997 00:00:00 | Page: 1 of 2 |
|--|--|-----------------------|-----------------------|
| CPRSPATIENT,TWO | 666-00-0002 | 2B | MAR 00,1949 (48) <A> |
| Attend: CPRSPROV,T | PrimCare: CPRSPROV,E | | PCTeam: CURTEAM |
| Item | Entered | | |
| 1 | Allergies/Adverse Reactions | | |
| | STRAWBERRIES (hives) | 03/00/95 | |
| 2 | Severe reaction to CODEINE | 04/00/95 | |
| | (nausea,vomiting, diarrhea) | | |
| 3 | DUST (rash) | 01/00/96 | |
| 4 | PENNTUSS (itching,watering eyes, | 01/00/97 | |
| | nausea,vomiting, diarrhea, drowsiness, | | |
| | hypotension) | | |
| 5 | RADIOLOGICAL/CONTRAST MEDIA | 04/00/97 | |
| | (nausea,vomiting) | | |
| | Patient Postings | | |
| | <None> | | |
| | Recent Vitals | | |
| + Enter the numbers of the items you wish to act on. >>> | | | |
| NW | Document New Allergy | CV (Change View ...) | SP Select New Patient |
| AD | Add New Orders | CC Chart Contents ... | Q Close Patient Chart |
| Select: Next Screen// cc | | | |
| | Cover Sheet | Orders | Imaging Reports |
| | Problems | Meds | Consults |
| | Notes | Labs | D/C Summaries |
| Select chart component: M | | | |
| Searching for the patient's chart ... | | | |

| Active Inpatient Medications | | Apr 00, 1997 00:00:00 | Page: 1 of 2 |
|--|---------------------------|-----------------------|-----------------------|
| CPRSPATIENT,TWO | 666-00-0002 | 2B | MAR 00,1949 (48) <A> |
| Attend: CPRSPROV,T | PrimCare: CPRSPROV,E | | PCTeam: CURTEAM |
| Medication | Stop Date/Time | Status | |
| 1 | QUINIDINE TAB | pending | |
| | Give: 200MG PO ONCE | | |
| 2 | CIMETIDINE TAB | pending | |
| | Give: 300MG PO BID | | |
| 3 | WARFARIN TAB | pending | |
| | Give: 10MG PO BID | | |
| 4 | GLIPIZIDE TAB | pending | |
| | Give: 5MG PO BID | | |
| 5 | PENICILLIN TAB | pending | |
| | Give: 250MG PO BID | | |
| 6 | 0.9% NaCl 250 ML 50 ml/hr | pending | |
| + Enter the numbers of the items you wish to act on. >>> | | | |
| NW | Order New Meds | CV Change View ... | SP Select New Patient |
| AD | Add New Orders | CC Chart Contents ... | Q Close Patient Chart |
| + Next Screen | | | |
| Select: Next Screen// 1 | | | |

| Active Inpatient Medications | | Apr 00, 1997 00:00:00 | Page: 1 of 2 |
|--|----------------------|-----------------------|----------------------|
| CPRSPATIENT,TWO | 666-00-0002 | 2B | MAR 00,1949 (48) <A> |
| Attend: CPRSPROV,T | PrimCare: CPRSPROV,E | | PCTeam: CURTEAM |
| Medication | Stop Date/Time | Status | |
| 1 QUINIDINE TAB Give: 200MG PO ONCE | | pending | |
| 2 CIMETIDINE TAB Give: 300MG PO BID | | pending | |
| 3 WARFARIN TAB Give: 10MG PO BID | | pending | |
| 4 GLIPIZIDE TAB Give: 5MG PO BID | | pending | |
| 5 PENICILLIN TAB Give: 250MG PO BID | | pending | |
| 6 0.9% NaCl 250 ML 50 ml/hr | | pending | |
| 7 ASPIRIN TAB Give: 325MG PO PRN | | pending | |
| 8 CEFTRIAXONE 2 GM in DEXTROSE 20% 1666 ML 70 ml/hr | | pending | |
| + Enter the numbers of the items you wish to act on. >>> | | | |
| Change | Discontinue | Transfer to Outpt | Detailed Display |
| Renew | Hold | Copy | |
| Select Action: det | Detailed Display | | |

Meds Detailed Display

| Medication Display | | Apr 00, 1997 00:00:00 | Page: 1 of 1 |
|--|----------------------|-----------------------|---------------------------|
| CPRSPATIENT,TWO | 666-00-0002 | 2B | MAR 00,1949 (48) <A> |
| IV Fluid | | | |
| Solution: | DEXTROSE 20% 1666 ML | | |
| Additive: | CEFTRIAXONE 2 GM | | |
| Infusion Rate: | 70 ml/hr | | |
| Start Date: | | | |
| Stop Date: | | | |
| Status: | PENDING | | |
| Order #8740 | | | |
| + Enter the numbers of the items you wish to act on. >>> | | | |
| + Next Screen | UP | Up a Line | ADPL Auto Display(On/Off) |
| - Previous Screen | DN | Down a Line | PS Print Screen |
| FS First Screen | GO | Go to Page | PL Print Data |
| LS Last Screen | SL | Search List | Q Close |
| Select Action: Close// | | | |

8.1. Meds Change View

Change View in Meds lets you change your view from Inpatient to Outpatient or to change the date range.


```

Select: Next Screen// CV Change View ...
      Date range                Save as Preferred View
      List Outpatient Meds      Remove Preferred View

Select attribute(s) to change: L List Outpatient Meds

```

```

Outpatient Medications      Apr 00, 1997 00:00:00      Page: 1 of 1
CPRSPATIENT,TWO 666-00-0002      2B      MAR 00,1949 (48) <A>
Attend: CPRSPROV,T      PrimCare: CPRSPROV,E      PCTeam: CURTEAM

Medication      Expires      Status      #Rem
1 WARFARIN 2.5MG      | 04/00/98      active      4
  Sig: TAKE 1 TABLET(S) 2-3 TIMES A DAY AS
  NEEDED      |
2 AMINOPHYLLINE 100MG      | 03/00/98      suspended      0
  Sig: TAKE 2 TABLETS FOUR TIMES A DAY FOR
  60 DAYS      |

+ Enter the numbers of the items you wish to act on. >>>
NW Order New Medications CV Change View ...      SP Select New Patient
IV Order New IV Fluids      CC Chart Contents ...      Q Close Patient Chart
+ Next Screen
Select: Chart Contents//

```

Note: The Active status for outpatient meds will display as “active (susp)” to improve clarity.

9. Labs

You can review and order Labs either through the Labs tab in Chart Contents or through the Add New Orders option on the Orders tab.

```

Cover Sheet                               Mar 00, 1997 00:00:00           Page: 1 of 2
CPRSPATIENT,TWO 666-00-0002              2B           MAR 00,1949 (48) <A>
Attend: CPRSPROV,T   PrimCare: CPRSPROV,E   PCTeam: CURTEAM

  Item                                     Entered
  -----
  Allergies/Adverse Reactions
1  Moderate reaction to STRAWBERRIES (rash) | 10/00/95
  Patient Postings
2  CRISIS NOTE                             | 02/00/97 08:00
3  CLINICAL WARNING                         | 01/00/97
  Recent Vitals
  B/P: 120/80                               | 02/00/97 11:00
  Ht: 70                                     | 02/00/97 11:00
  Pulse: 80                                  | 02/00/97 11:00
  Immunizations
  Tuberculosis.                             | 02/00/97 12:00

+ Enter the numbers of the items you wish to act on.
Cover Sheet      Orders      Imaging      Reports
Problems         Meds         Consults
Notes           Labs         D/C Summaries
Select chart component: L Labs
Searching for the patient's chart ...
  
```

```

Lab Cumulative Display                    Apr 00, 1997 00:00:00           Page: 1 of 3
CPRSPATIENT,TWO 666-00-0002              2B           MAR 00,1949 (48) <A>
Attend: CPRSPROV,T   PrimCare: CPRSPROV,E   PCTeam: CURTEAM

      ---- CHEM PROFILE ----

SERUM    04/00/97  04/00/97              Units   Reference
          17:00   16:58                  Ranges
-----
CREAT                                mg/dL   .9-1.4
BUN                                    mg/dL   11-24
GLUCOSE  1666 H*                       mg/dL   60-123
NA                                             meq/L   135-145
K                                             meq/L   3.8-5.3
CL                                             meq/L   100-108
CO2                                          meq/L   23-31
CA                                             mg/dL   9-11
PO4                                          mg/dL   2.2-3.9
URIC AC                                     mg/dL   4.2-8.5

+ Enter the numbers of the items you wish to act on. >>>
NW Order New Lab Tests CV Change View ... SP Select New Patient
+ Next Screen          CC Chart Contents ... Q Close Patient Chart
Select: Next Screen//
  
```

9.1. Lab Change View

Change View in Lab lets you change the date range to be displayed, to go to a specific section of Lab to see results, or to use a list format for display. Examples of the Go To a Section and List Format are shown here.

```

Lab Cumulative Display           Apr 00, 1997 00:00:00      Page: 1 of 3
CPRSPATIENT,TWO 666-00-0002      2B      MAR 00,1949 (48)  <A>
Attend: CPRSPROV,T      PrimCare: CPRSPROV,E      PCTeam: CURTTEAM

                ----- CHEM PROFILE -----

SERUM      04/00/97  04/00/97      Reference
            17:00   17:15      Units   Ranges
-----
CREAT                                mg/dL   .9-1.4
BUN                                mg/dL   11-24
GLUCOSE  1666 H*                    mg/dL   60-123
NA                                           meq/L   135-145
K                                           meq/L   3.8-5.3
CL                                           meq/L   100-108
CO2                                meq/L   23-31
CA                                mg/dL   9-11
PO4                                mg/dL   2.2-3.9
URIC AC                             mg/dL   4.2-8.5
+   Enter the numbers of the items you wish to act on.   >>>
NW  Order New Lab Tests  CV  Change View ...      SP  Select New Patient
AD  Add New Orders      CC  Chart Contents ...   Q   Close Patient Chart

Select: Next Screen// CV

```

Go To a Section Example:

```

Select: Next Screen// CV  Change View ...
    Date range           Go to Section           Remove Preferred View
    Use list format      Save as Preferred View

Select attribute(s) to change: G Goto a Section
Select Lab Section: ?
Enter the lab section from which to wish to see results; the display will
scroll to the top of the selected section.

Select Lab Section: ??

Choose from:
  BLOOD BANK
  CHEM PROFILE
  MICROBIOLOGY

Select Lab Section: B BLOOD BANK

```

Go To a Section Example, cont'd:

```

Lab Cumulative Display      Apr 00, 1997 00:00:00      Page: 3 of 3
CPRSPATIENT,TWO 666-00-0002      2B      MAR 00,1949 (48) <A>
Attend: CPRSPROV,T      PrimCare: CPRSPROV,E      PCTeam: CURTTEAM

+
          ---- BLOOD BANK ----
ABO Rh:  A POS

          Unit assigned/xmatched:      Exp date      Loc
1)  V11111      CPDA-1 RED BLOOD CE  A POS  APR 00, 1995      Blood Bank

Component requests      Units Request date      Date wanted      Requestor      By
CPDA-1 RED BLOOD CELLS      4      03/00/95 16:00 03/00/95 16:00  CPRSPROV,T      DM
ACD-A RED BLOOD CELLS      2      02/00/95 01:00 02/00/95 08:00  CPRSPROV,T      DM

          |--- AHG(direct)      ---|      |-AHG(indirect)- |
          Date/time      ABO Rh      POLY IgG C3      Interpretation      (Antibody screen)
          -----      --- --      -----      ---      -----

Enter the numbers of the items you wish to act on. >>>
NW Order New Lab Tests      CV Change View ...      SP Select New Patient
AD Add New Orders      CC Chart Contents ...      Q Close Patient Chart

Select: Chart Contents// CV
Date range      Go To a Section      Use list format

Select attribute(s) to change: U Use list format
Searching for the patient's chart ...
    
```

Use List Format Example:

```

Lab Tests      Apr 00, 1997 00:00:00      Page: 1 of 1
CPRSPATIENT,TWO 666-00-0002      2B      MAR 00,1949 (48) <A>
Attend: CPRSPROV,T      PrimCare: CPRSPROV,E      PCTeam: CURTTEAM

Test      Result      Units      Range      Collected      Accession      Sts
CHEMISTRY/HEMATOLOGY
1  GLUCOSE      1666 H* mg/dL      60-123      |2970002.1703 CH 0402 14      F
  Comment: ~For Test: GLUCOSE ~COMMENT ON
  GLUC
2  MG      33 H mg/dL      2-2.6      |2970002.16582 CH 0402 13      F

Enter the numbers of the items you wish to act on. >>>
NW Order New Lab Tests      CV Change View ...      SP Select New Patient
AD Add New Orders      CC Chart Contents ...      Q Close Patient Chart

Select: Chart Contents//
    
```

10. Consults

You can enter, edit, and review consult and procedure requests through CPRS.

1. Go into the Clinician Menu and select OE for CPRS Clinician Menu.
2. The patient selection screen appears, with your personal patient list if you've created one (through Personal Preferences).
3. Select a patient from the list, or enter another one.
4. The Cover Sheet for this patient appears.

Example:

```

Cover Sheet      Mar 00, 1997 00:00:00      Page: 1 of 2
CPRSPATIENT,TWO 666-00-0002      2B      MAR 00,1949 (48) <A>
Attend: CPRSPROV,T      PrimCare: CPRSPROV,E      PCTeam: CURTEAM
Item
Allergies/Adverse Reactions
1 Moderate reaction to STRAWBERRIES (rash) | 10/00/95
2 Severe reaction to PENICILLIN          | 11/00/95
  (nausea,vomiting, diarrhea)
Patient Postings
3 CRISIS NOTE                            | 02/00/97 08:00
|
Recent Vitals
B/P: 120/80                               | 02/00/97 11:00
Ht: 70                                    | 02/00/97 11:00
Immunizations
Tuberculosis.                            | 02/00/97 12:00
+ Enter the numbers of the items you wish to act on.
NW Document New Allergy CV (Change View ...) SP Select New Patient
+ Next Screen      CC Chart Contents ... Q Close Patient Chart
AD Add New Orders
Select: Next Screen// CC
  
```

5. Choose Chart Contents and then Consults (Shortcut: CC;CONS).
6. The Consults screen appears with a list of consults for this patient, and possible actions you can perform at this time (e.g., order a new consult or procedure).

```

Consults/Requests      Aug 00, 1997 00:00:00      Page: 1 of 2
CPRSPATIENT,TWO 666-00-0002      2B      MAR 00,1949 (48) <A>
Attend: CPRSPROV,T      PrimCare: CPRSPROV,E      PCTeam: CURTEAM
Selected date range: None Selected
Consult/Procedure      Requested      Status
1 PULMONARY Consult    | 08/00/97 10:00 active
2 Electrocardiogram    | 07/00/97 14:00 complete
3 NEUROLOGY Consult    | 07/00/97 09:00 pending
4 Electrocardiogram    | 06/00/97 04:00 complete
5 CARDIOLOGY Consult   | 06/00/97 15:00 complete
+ Enter the numbers of the items you wish to act on. >>>
NW Order New Consult   CV Change View ... SP Select New Patient
NP Order New Procedure CC Chart Contents ..Q Close Patient Chart
+ Next Screen
Select: Next Screen//
  
```

7. You can also see more details about any of the consults listed, view results for completed consults, or you can print the Consult Form 513, by entering the number of one of the consults and then the appropriate action's initial.

```
Select: Chart Contents// 1
    Detailed Display      Results Display      Print Consult Form 513
Select Action: D
```

```
Consult/Procedure Display   Aug 00, 1997 00:00:00      Page: 1 of 2
CPRSPATIENT,TWO  666-00-0002      2B      MAR 00,1949 (48)  <A>
Attend: CPRSPROV,T      PrimCare: CPRSPROV,E      PCTeam: CURTEAM

PULMONARY Consult

Current Inpatient/Outpatient: Inpatient
Ward:                2B
Eligibility:         SC VETERAN
To Service:          PULMONARY
From Service:
Provisional Diagnosis: R/O ASTHMA/COPD
Reason For Request:  Test Patient's lung capacity
Status:              ACTIVE
ATTENTION:           CPRSPROVIDER, THIRTEEN
Urgency:             Routine

+      Enter ? for more help.      >>>
+  Next Screen      UP      Up a Line      ADPL Auto Display(On/Off)
-  Previous Screen  DN      Down a Line    PS      Print Screen
FS  First Screen    GO      Go to Page     PL      Print Data
LS  Last Screen     SL      Search List    Q       Close

Select action: Next Screen// <Enter>
```

```
Consult/Procedure Display   Aug 00, 1997 00:00:00      Page: 2 of 2
CPRSPATIENT,TWO  666-00-0002      2B      MAR 00,1949 (48)  <A>
Attend: CPRSPROV,T      PrimCare: CPRSPROV,E      PCTeam: CURTEAM
+
Request Activity   Date/Time      Ordering Clinician      Entered By
ENTERED IN OE/RR  08/00/97 10:00  CPRSPROVIDER,T         CPRSPROVIDER,T
RECEIVED          08/00/97 11:00  CPRSPROVIDER,E         CPRSPROVIDER,E
===== END =====

Enter ? for more help.      >>>
+  Next Screen      UP      Up a Line      ADPL Auto Display(On/Off)
-  Previous Screen  DN      Down a Line    PS      Print Screen
FS  First Screen    GO      Go to Page     PL      Print Data
LS  Last Screen     SL      Search List    Q       Close

Select Action: Close//
```

Results Display

```

Consult/Procedure Display Aug 00, 1997 00:00:00 Page: 1 of 2
CPRSPATIENT,TWO 666-00-0002 2B MAR 00,1949 (48) <A>
Attend: CPRSPROV,T PrimCare: CPRSPROV,E PCTeam: CURTEAM

PULMONARY Consult
-----
At the time I went to examine Mr. Patient, he was acutely broncho-
spastic and in moderately severe respiratory distress. I had him
deliver a puff of albuterol with an Aerochamber; his technique was
poor. I then instructed him and delivered an additional four puffs,
which he did with good technique. He was improved and with a clear
lung exam within a few seconds (though wheezes were still present
on forced expiration).

Mr. Patient regimen is lacking in inhaled corticosteroids. Recognizing
that asthma is an inflammatory process, inhaled steroids are important
+ Enter ? for more help.
-----
+ Next Screen UP Up a Line ADPL Auto Display(On/Off)
- Previous Screen DN Down a Line PS Print Screen
FS First Screen GO Go to Page PT Print Data
LS Last Screen SL Search List Q Close

Select action: Next Screen// <Enter>

```

```

Consult/Procedure Display Aug 00, 1997 00:00:00 Page: 1 of 2
CPRSPATIENT,TWO 666-00-0002 2B MAR 00,1949 (48) <A>
Attend: CPRSPROV,T PrimCare: CPRSPROV,E PCTeam: CURTEAM

PULMONARY Consult
-----
in controlling the inflammtory response. My practice for severely
out-of-control asthmatics is to use high-dose inhaled steroids,
typically vanceril, 16 puffs qid, with a spacing device such as the
Aerochamber. I would institute such a regimen while he is here.

If you like, you may refer Mr. Patient to my clinic after discharge.

/es/CPRSPROVIDER,FIFTEEN, MD Date: SEP 00, 1997
=====
+ Enter ? for more help.
-----
+ Next Screen UP Up a Line ADPL Auto Display(On/Off)
- Previous Screen DN Down a Line PS Print Screen
FS First Screen GO Go to Page PT Print Data
LS Last Screen SL Search List Q Close

Select action: Next Screen//

```

8. You can now print a 513, order new consults or procedures, return to Chart Contents, select a new patient, or exit from the patient's chart.

+ **NOTE:** Occasionally a consult result is linked to the wrong consult. Information on how to make corrections is contained in the Consult/Request Tracking documentation.

11. Imaging

You can review Radiology results by choosing the Imaging tab in Chart Contents or by selecting Results Reporting from the Clinician menu. You can also order new tests through the Imaging tab or by going through the Add New Orders option on the Orders tab.

To review Radiology Results:

1. After selecting a patient, select Chart Contents and then the Imaging tab.
2. The following screen appears:

| Item | Entered |
|--|----------------|
| <u>Allergies/Adverse Reactions</u> | |
| 1 Moderate reaction to STRAWBERRIES (rash) | 10/00/95 |
| 2 Severe reaction to PENICILLIN (nausea,vomiting, diarrhea) | 11/00/95 |
| <u>Patient Postings</u> | |
| 3 CRISIS NOTE | 02/00/97 08:00 |
| 4 CLINICAL WARNING | 01/00/97 |
| <u>Recent Vitals</u> | |
| B/P: 120/80 | 02/00/97 11:00 |
| Ht: 70 | 02/00/97 11:00 |
| Pulse: 80 | 02/00/97 11:00 |
| <u>Immunizations</u> | |
| Tuberculosis. | 02/00/97 12:00 |
| + Enter the numbers of the items you wish to act on. >>> | |
| Cover Sheet | Orders |
| Problems | Meds |
| Notes | Labs |
| | Imaging |
| | Consults |
| | D/C Summaries |
| Reports | |
| Select chart component: I IMAGING | |

3. The Imaging Procedures screen appears:

| Procedure | Exam Date | Report Status |
|--|----------------|---------------|
| 1 CHEST & ABDOMEN CT | 07/00/96 11:00 | No Report |
| 2 CA ULTRA | 06/00/96 14:00 | No Report |
| 10 UPPER GI + SMALL BOWEL *ABNORMAL* | 05/00/96 13:00 | Verified |
| Enter the numbers of the items you wish to act on. >>> | | |
| NW Order New Procedures CV Change View ... SP Select New Patient | | |
| + Next Screen CC Chart Contents ... Q Close Patient Chart | | |
| Select: Chart Contents// | | |

11.1. Change View

The Change View action in Imaging lets you change your view to a different date range or a smaller number of items.

```
Select: Chart Contents// CV Change View ...
      Date range                Maximum # of items

Select attribute(s) to change: M Maximum # of items
Maximum # of items to display: 5
Searching for the patient's chart ...
```

```
Imaging Procedures Apr 00, 1997 00:00:00 Page: 1 of 1
CPRSPATIENT,TWO 666-00-0002 2B MAR 00,1949 (48) <A>
Attend: CPRSPROV,T PrimCare: CPRSPROV,E PCTeam: CURTEAM

  Procedure                               Exam Date      Report Status
  -----                               -
1 CHEST & ABDOMEN CT | 07/00/96 11:00 No Report
2 CA ULTRA | 06/00/96 14:00 No Report
3 FOOT 3 OR MORE VIEWS | 06/00/96 14:00 No Report
4 ABDOMEN & PELVIS W & WO IV CONTRAST| 06/00/96 10:00 Verified
  *ABNORMAL* |
5 HAND 1 OR 2 VIEWS *ABNORMAL* | 06/00/96 13:00 Verified

Enter the numbers of the items you wish to act on. >>>
NW Order New Procedures CV Change View ... SP Select New Patient
+ Next Screen CC Chart Contents ... Q Close Patient Chart

Select: Chart Contents//
```

12. D/C Summaries

You can review, edit, and write new Discharge Summaries through CPRS.

1. Select D/C Summaries from Chart Contents.
2. If one or more Discharge Summaries are listed, select a number of one you wish to review or take action on. If you pick Detailed Display, the entire Discharge Summary is displayed (screen-by-screen) in the List Manager list area.

| Completed Discharge Summaries Mar 00, 1997 00:00:00 | | | | Page: 1 of 1 |
|--|----------------------|-----------------|--------------------|-----------------------|
| CPRSPATIENT,TWO | 666-00-0002 | 2B | MAR 00,1949 (48) | <A> |
| Attend: CPRSPROV,T | PrimCare: CPRSPROV,E | PCTeam: CURTEAM | | |
| Title | Date | Sig Status | | |
| 1 Discharge Summary | 01/00/97 | completed | | |
| Enter the numbers of the items you wish to act on | | | | |
| NW | Write New Summary | CV | Change View ... | SP Select New Patient |
| AD | Add New Orders | CC | Chart Contents ... | Q Close Patient Chart |
| Select: Chart Contents// 1 | | | | |

3. New actions are displayed on the screen; select one of these.

| Discharge Summaries Apr 00, 1997 00:00:00 | | | | Page: 1 of 1 |
|---|----------------------|------------------|------------------|---------------------|
| CPRSPATIENT,TWO | 666-00-0002 | 2B | MAR 00,1949 (48) | <A> |
| Attend: CPRSPROV,T | PrimCare: CPRSPROV,E | PCTeam: CURTEAM | | |
| Title | Date | Author | SigSt | |
| 1 Discharge Summary | 04/00/97 | CPRSPROV,S | compl | |
| Enter the numbers of the items you wish to act on. | | | | >>> |
| Edit | Detailed Display | Identify signers | | |
| Make Addendum | Browse | Copy | | |
| Sign | Print | Delete | | |
| Select Action: det | | | | |

Discharge Summary Detailed Display Example

```

Discharge Summary Display Apr 00, 1997 00:00:00 Page: 1 of 33
CPRS PATIENT, TWO 666-00-0002 2B MAR 00, 1949 (48) <A>
Attend: CPRSPROV, T PrimCare: CPRSPROV, E PCTeam: CURTEAM

DICT DATE: APR 00, 1997 ENTRY DATE: APR 00, 1997@10:00:00
DICTATED BY: CPRSPROVIDER, TEN ATTENDING: CPRSPROVIDER, TWENTY
URGENCY: routine STATUS: COMPLETED

DIAGNOSIS:
1. Status post head trauma with brain contusion.
2. Status post cerebrovascular accident.
3. End stage renal disease on hemodialysis.
4. Coronary artery disease.
5. Congestive heart failure.
6. Hypertension.
7. Non insulin dependent diabetes mellitus.
8. Peripheral vascular disease, status post thrombectomies.
+ Enter ? for more help. >>>
+ Next Screen UP Up a Line PS Print Screen
- Previous Screen DN Down a Line PL Print Data
FS First Screen GO Go to Page Q Close
LS Last Screen SL Search List
Select Action: Next Screen// <Enter>
Discharge Summary Display Apr 00, 1997 00:00:00 Page: 1 of 33
CPRS PATIENT, TWO 666-00-0002 2B MAR 00, 1949 (48) <A>
+
9. Diabetic retinopathy.
10. Below knee amputation.
11. Chronic anemia.
OPERATIONS/PROCEDURES: None.
HISTORY OF PRESENT ILLNESS:
Patient is a 49-year-old, white male with past medical history of end stage
renal disease, peripheral vascular disease, status post BKA, coronary artery
disease, hypertension, non insulin dependent diabetes mellitus, diabetic
retinopathy, congestive heart failure, status post CVA, status post
thrombectomy admitted from Anytown VA after a fall from his wheelchair in the
hospital. He had questionable short lasting loss of consciousness but patient
is not very sure what has happened. He denies headache, vomiting, vertigo.
On admission patient had CT scan which showed a small area of parenchymal
hemorrhage in the right temporal lobe which is most likely consistent with
hemorrhagic contusion without mid line shift or incoordination.

ACTIVE MEDICATIONS: Isordil 20 mgs p.o. t.i.d., Coumadin 2.5 mgs p.o. qd,
ferrous sulfate 325 mgs p.o. b.i.d., Ativan 0.5 mgs p.o. b.i.d., Lactulose 15
ccs p.o. b.i.d., Calcium carbonate 650 mgs p.o. b.i.d. with food, Betoptic
0.5% ophthalmologic solution gtt OU b.i.d., Nephrocaps 1 tablet p.o. qd,
Pilocarpine 4% solution 1 gtt OU b.i.d., Compazine 10 mgs p.o. t.i.d. prn
nausea, Tylenol 650 mgs p.o. q4 hours prn.

Patient is on hemodialysis, no known drug allergies.

PHYSICAL EXAMINATION: Patient had stable vital signs, his blood pressure was
+ Enter ? for more help. >>>
+ Next Screen UP Up a Line PS Print Screen
- Previous Screen DN Down a Line PL Print Data
FS First Screen GO Go to Page Q Close
LS Last Screen SL Search List
Select Action: Next Screen//Q

```

13. Reports

You can view or print reports and results from either the Results Reporting option on the Clinician Menu or from the Reports tab on the Chart Contents screen. The Reports tab only lets you print for individual patients. The RR option lets you select more than one patient at a time.

Reports Tab

| Item | Entered |
|--|----------------|
| <u>Allergies/Adverse Reactions</u> | |
| 1 Moderate reaction to STRAWBERRIES (rash) | 10/00/95 |
| <u>Patient Postings</u> | |
| 4 CRISIS NOTE | 02/00/97 08:00 |
| <u>Recent Vitals</u> | |
| B/P: 120/80 | 02/00/97 11:00 |
| Pulse: 80 | 02/00/97 11:00 |
| <u>Immunizations</u> | |
| Tuberculosis. | 02/00/97 12:00 |

+ Enter the numbers of the items you wish to act on. >>>

| | | | |
|-------------|--------|---------------|---------|
| Cover Sheet | Orders | Imaging | Reports |
| Problems | Meds | Consults | |
| Notes | Labs | D/C Summaries | |

Select chart component: R
Searching for the patient's chart ..

Example: Shortcut:

Select CC;R

| Report | Date | Status |
|-------------------------|------|--------|
| 1 Health Summary | | |
| 2 Adhoc Health Summary | | |
| 3 Vitals Cumulative | | |
| <u>Lab</u> | | |
| 4 Lab Cumulative | | |
| 5 Lab Results by Day | | |
| 6 Lab Results by Test | | |
| 7 Lab Test Status | | |
| 8 Lab Graph | | |
| 9 Blood Bank Report | | |
| 10 Anatomic Path Report | | |
| <u>Orders</u> | | |
| 11 Daily Order Summary | | |

+ Enter the numbers of the items you wish to act on. >>>

| | | |
|----------------------|-----------------------|-----------------------|
| OR Other Reports ... | CV Change View ... | SP Select New Patient |
| AD Add New Orders | CC Chart Contents ... | Q Close Patient Chart |

Select: Next Screen//<Enter>

```

Reports Jun 00, 1997 00:00:00 Page: 2 of 2
CPRSPATIENT,TWO 666-00-0002 2B MAR 00,1949 (48) <A>
Attend: CPRSPROV,T PrimCare: CPRSPROV,E PCTeam: CURTEAM
Selected date range: 06/00/96 thru 06/00/97
+ Report Date Status
12 Order Summary for Date Range |
13 Custom Order Summary |
14 Chart Copy Summary |
15 Outpatient RX Profile |
Dietetics |
16 Dietetic Profile |
Imaging (08/00/96 to 08/00/97, LIMIT 10) |
Summary of Patient Procedures |

Enter the numbers of the items you wish to act on. >>>
OR Other Reports ... CV Change View ... SP Select New Patient
AD Add New Orders CC Chart Contents ... Q Close Patient Chart

Select: Chart Contents// 2

```

Lab Cumulative Example

```

Report Display Mar 00, 1997 00:00:00 Page: 1 of 2
CPRSPATIENT,TWO 666-00-0002 2B MAR 00,1949 (48) <A>
Attend: CPRSPROV,T PrimCare: CPRSPROV,E PCTeam: CURTEAM

Lab Cumulative

----- BLOOD BANK -----
ABO Rh: A POS

Unit assigned/xmatched: Exp date Loc
1) V11111 CPDA-1 RED BLOOD CE A POS APR 00, 1995 Blood Bank
Component requests Units Request date Date wanted Requestor By
CPDA-1 RED BLOOD CELLS 4 03/00/95 16:00 03/00/95 16:00 KIL DM
ACD-A RED BLOOD CELLS 2 02/00/95 01:00 02/00/95 08:00 BOB DM

|--- AHG(direct) ---| |-
AHG(indirect)-|
Date/time ABO Rh POLY IgG C3 Interpretation (Antibody screen)
+ Enter ? for more help. >>>
+ Next Screen UP Up a Line PS Print Screen
- Previous Screen DN Down a Line PL Print Data
FS First Screen GO Go to Page Q Close
LS Last Screen SL Search List
Select Action: Next Screen// <Enter>

```

Dietetic Profile Example

| | | |
|---|-----------------------|-------------------------|
| Report Display | Mar 00, 1997 00:00:00 | Page: 1 of 2 |
| CPRSPATIENT,TWO | 666-00-0002 | 2B MAR 00,1949 (48) <A> |
| Attend: CPRSPROV,T | PrimCare: CPRSPROV,E | PCTeam: CURTEAM |
| Dietetic Profile | | |
| No Food Preferences on file | | |
| Current Diet: REGULAR | | |
| Service: Tray | | |
| Tubefeed Ordered: 00-Sep-96 2:00pm | | |
| Product: ENSURE PLUS, Full Str., 8 OZ Three times a Day | | |
| Total Quantity: 708 cc Total KCAL: 1062 | | |
| Supplemental Feeding: No Order | | |
| No future Diet Orders exist | | |
| No future Early or Late Trays ordered | | |
| No Active Standing Orders | | |
| No Active Consultations for this Admission | | |
| Enter ? for more help. >>> | | |
| + Next Screen | UP Up a Line | PS Print Screen |
| - Previous Screen | DN Down a Line | PL Print Data |
| FS First Screen | GO Go to Page | Q Close |
| LS Last Screen | SL Search List | |
| Select Action: Close// | | |

Health Summary Example

```

03/00/97 00:00
***** CONFIDENTIAL HEALTH SUMMARY SUMMARY *****
CPRSPATIENT,TWO 666-00-0002 2B MAR 00,1949 (48) <A>
Attend: CPRSPROV,T PrimCare: CPRSPROV,E PCTeam: CURTEAM

----- DEM - Demographics -----

Address: 123 ANY ST Phone: 801 000 1234
ANYTOWN, UTAH 80101 County: SALT LAKE

Marital Status: MARRIED Age: 48
Religion: PROTESTANT, NO DENOMINATION Sex: MALE
Occupation: Computer Technician
S/C #:

----- PLL - Active/Inactive -----

11 Problems
ST PROBLEM LAST MOD PROVIDER
A 250.41-DIABETES W RENAL MANIFES TYP I; Type I 07/00/95 CPRSPROVIDER,T
diabetes mellitus with renal manifestations, Onset
07/00/95
A 411.1-INTERMED CORONARY SYND; Angina, Unstable, 06/00/96 CPRSPROVIDER,T
Onset 06/00/96
A 305.00-ALCOHOL ABUSE-UNSPEC; ALCOHOL ABUSE 06/00/96 CPRSPROVIDER,T
A 305.00-ALCOHOL ABUSE-UNSPEC; Alcohol Abuse 06/00/96 CPRSPROVIDER,T
A 079.99-UNSPEC VIRAL INFE; Four Corner Virus, Onset 07/00/96 CPRSPROVIDER,T
07/00/96
A 424.1-AORTIC VALVE DISORDER; AORTIC STENOSIS, 07/00/96 CPRSPROVIDER,T
Onset 07/00/96
A 250.00-DIABETES MELLI W/O COMP TYP II; DIABETES 07/00/96 CPRSPROVIDER,T
ST PROBLEM LAST MOD PROVIDER
MELLITUS, Onset 07/00/96
A 414.00-COR ATHEROSCL UNSP TYP-VES; 414.00, Onset 08/00/96 CPRSPROVIDER,T
08/00/96
A 886.0-AMPUTATION FINGER; Amputation of two digits 01/00/97 CPRSPROVIDER,T
of one hand including the index and little
fingers, Onset 01/00/97
A 730.00-AC OSTEOMYELITIS-UNSPEC; Acute 01/00/97 CPRSPROVIDER,T
osteomyelitis, Onset 01/00/97
A 401.9-HYPERTENSION NOS; Systolic hypertension, 02/00/97 CPRSPROVIDER,T
Onset 02/00/97

**DRAFT COPY - DRAFT COPY -- ABOVE ADDENDUM IS UNSIGNED --
* END *
Press <RET> to continue, ^ to exit, or select component:

```

13.1. Results Reporting

You can print reports for multiple patients (e.g., all of the patients in a ward, or all of a patients on a Personal or Team List) through the Results Reporting option on the Clinician Menu.

Order Summary for Date/Time Range Example

```
OE    CPRS Clinician Menu
RR    Results Reporting Menu
AD    Add New Orders
RO    Act On Existing Orders
PP    Personal Preferences ...

Select Clinician Menu Option:  Results Reporting Menu

                                1A ward list

1  CPRSPATIENT,EI  (0008) A-2      9  CPRSPATIENT,SE  (0070) B-2
2  CPRSPATIENT,EL  (0011) ~          10  CPRSPATIENT,SI  (0006) ~
3  CPRSPATIENT,FI  (0005) ~          11  CPRSPATIENT,SI  (0060) A-5
4  CPRSPATIENT,FI  (0015) ~          12  CPRSPATIENT,SE  (0007) A-6
5  CPRSPATIENT,FO  (0004) B-5       13  CPRSPATIENT,TE  (0010) B-1
6  CPRSPATIENT,FO  (0014) B-4       14  CPRSPATIENT,TW  (0002) ~
7  CPRSPATIENT,FO  (0040) ~          15  CPRSPATIENT,TW  (0020) B-3
8  CPRSPATIENT,SE  (0007) ~

Select Patient(s): 12-13  CPRSPATIENT,SE  (0007) A-6
                   CPRSPATIENT,TE  (0010) B-1

                R E S U L T S   R E P O R T I N G
-----
                --- Main Results Menu ---

1  Health Summary                8  Daily Order Summary
2  Lab Results (Interim)          9  Order Summary for Date/time Range
3  Graph Lab Tests                10  Customized Order Summary
4  Blood Bank Report              11  Print Chart Copy Summary
5  Anatomic Pathology Report      12  Work Copy Summary
6  Vitals SF511 Report            13  Outpatient RX Profile
7  Vitals Cumulative Report        14  Inpatient Medications Profile

Select Item(s): 9  Order Summary for Date/time Range

                --- Order Summary for Date/time Range ---

Start Date [Time]: T// t-30  (OCT 00, 1997)
Ending Date [Time] (inclusive): OCT 00, 1997 00:00// t  (NOV 00, 1997)
DEVICE: HOME//  ALPHA
```


Order Summary for Date/Time Range Example, cont'd

| ORDER SUMMARY | | | Page 1 | | |
|--|-----|---|---------------------------|-------------------|----------------|
| CPRS PATIENT, SEVEN 000-00-0007 | | | 1A/A-6 | MAR 00, 1993 (64) | Wt (lb): NF |
| Ord'd | St | Item Ordered | Requestor | Start | Stop |
| 11/00/97 08:00 | dc | CHEST 4 VIEWS LEFT | CPRS PROV, E PHYSICIAN | 11/00 | 11/00 08:00 |
| 11/00/97 09:00 | | Discontinue CHEST 4 VIEWS LEFT | CPRS PROV, T | 11/00 | 11/00 09:00 |
| 11/00/97 09:15 | c | Consult to PULMONARY Bedside | CPRS PROV, E | 11/00 09:15 | 11/00 09:30 |
| 11/00/97 10:15 | a | ECHO Bedside | " | 11/00 | |
| | | | " | 11:30 | |
| 11/00/97 11:15 | c | ERCP Bedside | " | 11/00 | 11/00 |
| | | | " | 11:30 | 11:45 |
| 11/00/97 13:00 | c | Consult to PULMONARY Bedside | CPRS PROV, E | 11/00 13:15 | 11/00 13:30 |
| 11/00/97 16:45 | u | CHEST & ABDOMEN CT *UNSIGNED* | CPRS PROV, E | | |
| 11/00/97 16:45 | u | NPO Diet *UNSIGNED* | " | | |
| | | | " | | |
| | | | | | *UNRELEASED* |
| * END OF ORDERS * | | | | | |
| ===== | | | | | |
| Press RETURN to continue, '^' to exit: | | | | | |
| ORDER SUMMARY | | | Page 1 | | |
| CPRS PROVIDER, TEN 666-00-0010 | | | 1A/B-1 | FEB 00, 1993 (74) | Wt (lb): NF |
| Ord'd | St | Item Ordered | Requestor | Start | Stop |
| 11/00/97 07:45 | p | Consult to Pulmonary Bedside | CPRS PROV, E | 11/00 08:00 | |
| 11/00/97 09:00 | u | Consult to PULMONARY Bedside *UNSIGNED* | " | | |
| | | | " | | |
| | | | | | *UNRELEASED* |
| 11/00/97 10:15 | dce | Consult to PULMONARY Bedside | " | 11/00 | 11/00 |
| | | | " | 10:15 | 10:30 |
| 11/00/97 18:00 | | Discontinue Consult to Cardiology Bedside | CPRS PROV, E | | 11/00 18:00 |
| * END OF ORDERS * | | | | | |
| ===== | | | | | |

14. Personal Preferences

You can change many of the parameters that control the way CPRS works for you. The Personal Preferences Menu on your Clinician Menu contains sub-menus that may allow you to change which notifications and order checking messages you get, the team or personal lists you will use, and the default patients you'll have.

14.1. Personal Preferences Menu

| Option or Menu | Description |
|---|---|
| GUI Cover Sheet Display Parameters | This option lets you modify the default number of days to display on the cover sheet. |
| Notification Mgmt Menu | This menu contains an option that allows you to review the notifications you should be currently receiving. You may also have an option for adding or removing notifications to those you are scheduled to receive (whether you have this depends on local site set-up). Use this option to turn notifications on or off. You may also be able to remove all of your existing notifications via a purge option. |
| Order Checking Management Menu | This menu contains one or two options (depending on local set-up) which allow you to check which order checks you get and possibly to set parameters for order checking. |
| Personal Patient List Menu | Options on this menu allow clinicians to create patient lists by ward, clinic, or by patient to use for displaying results or creating reports. You can build lists, delete lists, merge lists, add or remove patients from lists, or inquire to a file of patient lists. |
| Patient Selection Preference Mgmt | This menu allows you to set default parameters for patient lists. |
| Display Patients Linked to Me via Teams | This option displays patients linked to the current user via teams from the OE/RR LIST file [#100.21]. |
| Display My Teams | This option displays teams linked to the current user. |

To access the Personal Preferences Menu:

```
OE    CPRS Clinician Menu
RR    Results Reporting Menu
AD    Add New Orders
RO    Act On Existing Orders
PP    Personal Preferences ...

Select Clinician Menu Option: PP Personal Preferences
CS    GUI Cover Sheet Display Parameters
NO    Notification Mgmt Menu ...
OC    Order Checking Mgmt Menu ...
PL    Personal Patient List Menu ...
PS    Patient Selection Preference Mgmt ...
PT    Display Patients Linked to Me via Teams
TM    Display My Teams
Select Personal Preferences Option:
```

14.2. GUI Cover Sheet Display Parameters

Example

```
Select Personal Preferences Option: cs GUI Cover Sheet Display Parameters

GUI Cover Sheet - User for User: CPRSPROVIDER,TEN
-----
Inpatient Lab Number of Days to Display      60
Outpatient Lab Number of Days to Display    120
Appt Search Start Date                      T-30
Appt Search Stop Date                       T+60
Visit Search Start Date                     T-30
Visit Search Stop Date                      T+60
Clinical Reminders for Search 10            VA-INFLUENZA VACCINE
-----
Inpatient Lab Number of Days to Display: 60//
Outpatient Lab Number of Days to Display: 120//
Appt Search Start Date: T-30//
Appt Search Stop Date: T+60//
Visit Search Start Date: T-30//
Visit Search Stop Date: T+60//

For Clinical Reminders for Search -
Select Display Sequence: ?

      Display Sequence      Value
      -----
      10                    VA-INFLUENZA VACCINE

Select Display Sequence: 12
Are you adding 12 as a new Display Sequence? Yes// <Enter> YES

Display Sequence: 12// <Enter> 12
Clinical Reminder: Tetanus Diphtheria (TD-Adult) VA-*TETANUS DIPHTHERIA
IMMUNIZATION

For Clinical Reminders for Search -
Select Display Sequence: <Enter>
```

14.3. Notification Mgmt Menu Options

The following options may be available on your Personal Preference Menu, depending on how your local coordinators have set up your menus.

| Option | Description |
|---|--|
| Enable/Disable My Notifications | If you have this option, you can indicate that a notification should not be processed for you. |
| Erase All of My Notifications | Use this option to erase all of your own notifications. |
| Send me a MailMan bulletin for Flagged Orders | Enter Yes to send a bulletin to the order's Current Provider (usually the Ordering Provider) when an order is flagged for clarification. This parameter has no effect on the Flagged Orders notification which is also triggered when an order is flagged for clarification. |
| Set Notification Display Sort Method (GUI) | Method for sorting notifications when displayed in the GUI, including by Patient, Type (Notification name), and Urgency. Within these sort methods notifications are presented in reverse chronological order. |
| Send me a MailMan Bulletin for Flagged Orders | If this is turned on, a MailMan bulletin is sent to the order's Current Provider (usually the Ordering Provider) when the order is flagged for clarification. This parameter has no effect on the Flagged Orders notification, which is also triggered when an order is flagged for clarification. |
| Show Me the Notifications I Can Receive | This option displays if and why you are a recipient for each notification. |
| Set Surrogate to Receive My Notifications | Sets up a surrogate to receive all notifications (OE/RR alerts) for you. |

Show Me the Notifications I Can Receive

```
Select Notification Mgmt Menu Option: 5 Show Me the Notifications I Can
Receive
Would you like help understanding the list of notifications? No// (No)
This will take a moment or two, please stand by.....
DEVICE: HOME// ALPHA

Notification List for CPRSPROVIDER,EIGHT Page: 1

Notification ON/OFF For This User and Why
-----
ABNORMAL IMAGING RESULTS ON System value is Mandatory
ABNORMAL LAB RESULT (INFO) OFF OERR value is Disabled
ABNORMAL LAB RESULTS (ACTION) ON No Disabled values found
ADMISSION ON No Disabled values found
CONSULT/REQUEST CANCEL/HOLD ON No Disabled values found
CONSULT/REQUEST RESOLUTION ON No Disabled values found
CRITICAL LAB RESULT (INFO) ON User value is Enabled
CRITICAL LAB RESULTS (ACTION) OFF OERR value is Disabled
DECEASED PATIENT ON No Disabled values found
DISCHARGE ON No Disabled values found
DNR EXPIRING OFF OERR value is Disabled
ERROR MESSAGE ON No Disabled values found
FLAGGED ORDERS ON No Disabled values found
FOOD/DRUG INTERACTION ON No Disabled values found
Press RETURN to continue or '^' to exit:
```

Show Me the Notifications I Can Receive, cont'd

| Notification List for CPRSPROVIDER,EIGHT | | Page: 2 |
|--|-----|-----------------------------|
| FREE TEXT | ON | No Disabled values found |
| IMAGING PATIENT EXAMINED | ON | No Disabled values found |
| IMAGING REQUEST CANCEL/HELD | ON | No Disabled values found |
| IMAGING RESULTS | ON | No Disabled values found |
| IMAGING RESULTS AMENDED | ON | No Disabled values found |
| LAB ORDER CANCELED | ON | Division value is Mandatory |
| LAB RESULTS | OFF | System value is Disabled |
| MEDICATIONS EXPIRING | OFF | OERR value is Disabled |
| NEW ORDER | ON | No Disabled values found |
| NEW SERVICE CONSULT/REQUEST | ON | No Disabled values found |
| NPO DIET MORE THAN 72 HRS | OFF | OERR value is Disabled |
| ORDER CHECK | OFF | OERR value is Disabled |
| ORDER REQUIRES CHART SIGNATURE | OFF | Division value is Disabled |
| ORDER REQUIRES CO-SIGNATURE | ON | No Disabled values found |
| ORDER REQUIRES ELEC SIGNATURE | ON | User value is Enabled |
| ORDERER-FLAGGED RESULTS | OFF | OERR value is Disabled |
| SERVICE ORDER REQ CHART SIGN | ON | No Disabled values found |
| SITE-FLAGGED ORDER | OFF | OERR value is Disabled |
| SITE-FLAGGED RESULTS | OFF | OERR value is Disabled |
| STAT IMAGING REQUEST | OFF | Division value is Disabled |
| STAT ORDER | OFF | OERR value is Disabled |
| STAT RESULTS | ON | User value is Enabled |
| TRANSFER FROM PSYCHIATRY | OFF | System value is Disabled |
| UNSCHEDULED VISIT | ON | No Disabled values found |
| UNVERIFIED MEDICATION ORDER | OFF | Division value is Disabled |
| URGENT IMAGING REQUEST | OFF | OERR value is Disabled |
| - End of Report - | | |

Explanations of ON/OFF For This User and Why

| Reason | Explanation |
|------------------------------------|--|
| Division/System value is Mandatory | Either the site or the CPRS package determined that a notification is mandatory for either a division or a hospital. |
| OERR value is Mandatory | The notification is exported as mandatory. |
| OERR value is Disabled | The site disabled the mandatory status of an exported notification. |
| No Disabled values found | No one (a manager, coordinator, or user) has disabled this notification. |
| User value is Disabled | A manager, coordinator, or user disabled this notification for this user. |

Disabling a Notification Example

The process for disabling a notification seems counter-intuitive. When the program asks if you want to add a new Notification, logically you'd want to say "No," but the program is really asking if you want to add a new notification to a temporary list for consideration about enabling or disabling. The program is using a generic FileMan call we hope that in the near future a more user-friendly utility will be written for this option.

```

Select Personal Preferences Option: NO NOTIFICATIONS MGMT MENU
Select Notification Mgmt Menu Option: 1 Enable/Disable Notifications

-----
Enable/Disable My Notifications
-----
----- Setting for User: CPRSPROVIDER,EIGHT-----
-
Select Notification: ?

Notification          Value
-----
LAB RESULTS           Disabled
ORDER REQUIRES ELEC SIGNATURE Mandatory
CRITICAL LAB RESULT (INFO) Mandatory
STAT RESULTS         Mandatory
FREE TEXT            Disabled

Answer with OE/RR NOTIFICATIONS NUMBER, or NAME, or PACKAGE ID, or
MESSAGE TEXT, or RECIPIENT USERS
Do you want the entire 41-Entry OE/RR NOTIFICATIONS List? N (NO)

Select Notification: ADMISSION
Are you adding ADMISSION as a new Notification? Yes// <Enter> YES

Notification: ADMISSION// <Enter> ADMISSION ADMISSION

Value: Disabled
Select Notification: <Enter>

```

Order Checking Mgmt Menu

| Reason | Explanation |
|--|--|
| Show Me the Order Checks I Can Receive | This option processes each order check to determine if and why you receive an order check message during the ordering process. |
| Enable/Disable an Order Check for Yourself | A list of available order checks is displayed when you enter a question mark. You can then select order checks to enable or disable. |

Enable/Disable an Order Check for Yourself Example

```

Select Clinician Menu Option: PP Personal Preferences
CS GUI Cover Sheet Display Parameters
NO Notification Mgmt Menu ...
OC Order Checking Mgmt Menu ...
PL Personal Patient List Menu ...
PS Patient Selection Preference Mgmt ...
PT Display Patients Linked to Me via Teams
TM Display My Teams

Select Personal Preferences Option: Order Checking Mgmt Menu
Select Order Checking Management Option: 1 Enable/Disable an Order Check for Yourself
-----
----- Setting PROCESSING FLAG for User: GRIN, JON -----
Select Order Check: ?
Answer with ORDER CHECKS NAME
Do you want the entire 18-Entry ORDER CHECKS List? y (Yes)
Choose from:
ALLERGY-CONTRAST MEDIA INTERAC
ALLERGY-DRUG INTERACTION
AMINOGLYCOSIDE ORDERED
BIOCHEM ABNORMALITY FOR CONTRA
CLOZAPINE APPROPRIATENESS
CT & MRI PHYSICAL LIMITATIONS
DRUG-DRUG INTERACTION
DUPLICATE DRUG CLASS ORDER
DUPLICATE DRUG ORDER
DUPLICATE ORDER
ERROR MESSAGE
ESTIMATED CREATININE CLEARANCE
GLUCOPHAGE-CONTRAST MEDIA
LAB ORDER FREQ RESTRICTIONS
MISSING LAB TESTS FOR ANGIOGRA
ORDER CHECKING NOT AVAILABLE
POLYPHARMACY
RECENT BARIUM STUDY
RECENT ORAL CHOLECYSTOGRAM
RENAL FUNCTIONS OVER AGE 65
Select Order Check: DUPLICATE DRUG ORDER
Are you adding DUPLICATE DRUG ORDER as a new Order Check? Yes//<Enter>YES
Order Check: DUPLICATE DRUG ORDER// <Enter> DUPLICATE DRUG ORDER
Value: Enabled// <Enter> Enabled
Order Check Value
-----
DUPLICATE DRUG ORDER Enabled

```

You're not really adding a new Order Check, but a new Order Check Value: Enabled.

14.4. Personal Patient List Menu

CACs can help setup team lists for groups of clinicians and related hospital personnel. Clinicians can create patient lists by ward, clinic, or by patient to use for displaying results or creating reports. You can build lists, delete lists, merge lists, add or delete patients from lists, or inquire to a file of patient lists.

If you have a list defined and loaded (as determined in the Personal Preferences options), the list will be available every time you select the CPRS Clinician Menu. You then select a patient from the list. This list can also be used for printing reports.

The team lists also help determine who receives notifications for patients defined on the lists.

| Name | Synonym | Description |
|---------------------------------|---------|---|
| Build Patient List Menu | AD | Options on this menu allow you to create patient lists by patient, ward, or clinic. These lists can then be used to display results or to print reports, or can be merged with other lists. |
| Delete Existing List(s) | DE | When you no longer need a patient list that you have built, you can use this option to delete the list. |
| Examine/ Print Existing List(s) | EX | This option allows you to examine or print an existing patient list. |
| Load Primary Patient List | LO | This option loads into the current session the user's primary patient list. |
| Merge Existing Lists | ME | This option lets you merge the patients from one or several lists together to create a bigger or more comprehensive list. |

Build Patient List Menu Example

```
Select Personal Preferences Option: pl Personal Patient List Menu

AD Build Patient List Menu ...
ME Merge Existing Lists
EX Examine/Print Existing List(s)
DE Delete Existing List(s)
LO Load Primary Patient List

Select Personal Patient List Menu Option: ad Build Patient List Menu
ON Patient (Add to list)
WA Ward (Add to list)
CL Clinic (Add to list)
PV Provider (Add to list)
TS Specialty (Add to list)
AL Existing Lists (Add to list)
CR Clear Current Patient List
LI Show Current Patient List
DE Remove Patient(s) from Patient List

Select Build Patient List Menu Option: PV Provider (Add to list)
No existing list found, continuing with an EMPTY list.

Select PROVIDER: CPRSPROVIDER,EIGHT TR

Select one of the following:
P PRIMARY CARE PHYSICIAN
A ATTENDING PHYSICIAN
B BOTH

Select: BOTH// <Enter>
Working...
Show your current PATIENT list? No// Y (Yes)

CURRENT PATIENT LIST

10/00/97 PAGE: 001
-----
1 CPRSPROVIDER,ELEVEN
2 CPRSPROVIDER,EIGHT
3 CPRSPROVIDER,FIFTY
4 CPRSPROVIDER,FIVE
5 CPRSPROVIDER,FORTY
6 CPRSPROVIDER,FOUR
7 CPRSPROVIDER,NINE
8 CPRSPROVIDER,NINETY

Press RETURN to continue "^" to Quit

Do you want to remove patients from this list? No// <Enter> (No)

Store list for future reference? Yes// <Enter> (Yes)
Enter a name for this list: GREENLIST
Are you adding 'GREENLIST' as a new OE/RR LIST? No// Y (Yes)

List has been stored.
```

14.5. Patient Selection Preference Menu

This menu contains options that let you set default parameters for patient lists.

| Option | Description |
|--|--|
| 1. Display Your Patient List Source | This option lets you display a user's default patient list source. |
| 2. Set My Preferred Clinic Friday | This option lets you specify the clinic that will be the default source of Friday's patient list. |
| 3. Set My Preferred Clinic Monday | This option lets you specify the clinic that will be the default source of Monday's patient list. |
| 4. Set My Preferred Clinic Saturday | This option lets you specify the clinic that will be the default source of Saturday's patient list. |
| 5. Set My Preferred Clinic Start Date | Patients with appointment dates as early as this date will be added to the Clinic List. Patients will be added with appointment dates between START DATE and STOP DATE. |
| 6. Set My Preferred Clinic Stop Date | Patients with appointment dates as recent as this date will be added to the Clinic List. Patients will be added with appointment dates between START DATE and STOP DATE. |
| 7. Set My Preferred Clinic Sundays | This option lets you specify the clinic that will be the default source of Sunday's patient list. |
| 8. Set My Preferred Clinic Thursday | This option lets you specify the clinic that will be the default source of Thursday's patient list. |
| 9. Set My Preferred Clinic Tuesday | This option lets you specify the clinic that will be the default of Tuesday's patient list. |
| 10. Set My Preferred Clinic Wednesday | This option lets you specify the clinic that will be the default source of Wednesday's patient list. |
| 11. Set My Preferred List Source | This option lets you specify the default preference for patient list source. |
| 12. Set My Preferred Provider | Provider who is basis for building the Provider List of patients. |
| 13. Set My Preferred Sort Order for Patient List | This option lets you specify the default sort order for the patient list. Room/Bed is valid only for inpatients list (Ward, Team/Personal, Provider, Specialty). Appointment Date is valid only for outpatient lists (Clinic) |
| 14. Set My Preferred Team List | This option lets you specify the Team/Personal list to be the default source of patients. |
| 15. Set My Preferred Treating Specialty | This option lets you specify the Treating Specialty used as a source for patients on the Specialty List. |
| 16. Set My Preferred Ward | This option lets you specify the Ward that will be the default list of patients. |

Display Your Patient List Source Example

```
Select Patient Selection Preference Menu Option: 1  Display Your Patient
List Source
Your default list of patients is based on: Ward  2B

<RETURN> to continue: <Enter>
Select Patient Selection Preference Menu Option: 13  Set Default Provider

                               Set Default Provider
-----
----- Setting  for User: CPRSPROVIDER,TEN-----
-
Value: CPRSPROVIDER,TEN // CPRSPROVIDER,FOUR
```

14.6. Display Patients Linked to Me via Teams

This option lets you see what patients are on teams that you are currently on.

Example

```
CS  GUI Cover Sheet Display Parameters
NO  Notification Mgmt Menu ...
OC  Order Checking Mgmt Menu ...
PL  Personal Patient List Menu ...
PS  Patient Selection Preference Mgmt ...
PT  Display Patients Linked to Me via Teams
TM  Display My Teams

Select Personal Preferences Option: pt  Display Patients Linked to Me via
Teams

CPRSPROVIDER,TEN IS LINKED TO THE FOLLOWING PATIENTS VIA TEAMS:

01/00/98                                     PAGE: 001
-----
1  CPRSPROVIDER,ELEVEN
2  CPRSPROVIDER,EIGHT
3  CPRSPROVIDER,FIFTY
4  CPRSPROVIDER,FIVE
5  CPRSPROVIDER,FORTY
6  CPRSPROVIDER,FOUR
7  CPRSPROVIDER,NINE
8  CPRSPROVIDER,NINETY

Press RETURN to continue                       "" to Quit
```

14.7. Display My Teams

This option lets you see what teams you are currently on.

Example

```
Select Clinician Menu Option: PP Personal Preferences

CS GUI Cover Sheet Display Parameters
NO Notification Mgmt Menu ...
OC Order Checking Mgmt Menu ...
PL Personal Patient List Menu ...
PS Patient Selection Preference Mgmt ...
PT Display Patients Linked to Me via Teams
TM Display My Teams

You have PENDING ALERTS
Enter "VA VIEW ALERTS to review alerts

Select Personal Preferences Option: TM Display My Teams

CPRS PROVIDER, TEN IS ON THE FOLLOWING TEAMS:

01/00/98 PAGE: 001
-----
1 AUTOLINKED TEAM--
2 GREENLIST
3 House 1C
4 Assist

Press RETURN to continue "^" to Quit
```

15. Helpful Hints

- **ACTIONS**

Actions (also known as protocols) are the items listed on the bottom part of the list manager screens. Sometimes these are processes that you can perform on screen items (processes such as sign, print, discontinue, renew, etc.), and sometimes they are the names of other screens (chart tabs) that you can go to.

NOTE: Order actions in CPRS work differently from OE/RR. In CPRS, you must pick an order from the review screen before the available actions appear at the bottom of the screen. In OE/RR the actions were visible at the bottom of the review screen before you selected an order.

- **CHART TABS**

Chart Tabs are another name for the Chart Contents actions or pages. They allow you the following choices: Orders, Notes, Meds, Lab, D/C Summaries, and Problem Lists. (They are called Tabs to be consistent with the GUI version of CPRS, which uses the Windows convention of having tab-like graphic images for selecting options.) If you select one of these tabs, you will be given the option of NW. This allows you to write new notes, meds, labs, and problems without going through the order screen. You may also view results relating to these tabs by using the following steps: (1) Select CC; (2) Select a tab; e.g., consults, lab, (3) Select the number of the item you want information on, (4) Select Detailed Display.

- **CONSULTS**

Consults may be ordered via CPRS by selecting Other from the Add Orders screen or by selecting the Consults tab. You can also see Consults results through CPRS.

- **DETAILED DISPLAY**

When you select the action Detailed Display (DD) you can see additional information about an order, including Who entered the order, what physician or nurse initiated the order, and the date the order was entered or discontinued. You may view this information by selecting the number of the order in question, and then choosing Detailed Display .

- **ELECTRONIC SIGNATURE**

An Electronic signature must accompany all orders entered by a physician, nurse practitioner, or physician's assistant. These orders are not released to the services until signed (except for verbal orders). For outpatient medications, the order must be signed by an authorized provider. Verbal, telephoned, and written orders cannot be released to the pharmacy until they are signed.

Note: The purpose of this is to comply with VHA policy. You can read the policy on the intranet at <http://vaww.va.gov/pub/direc/health/manual/020704.htm>.

- **EXPIRED MED ORDERS**

Expired Med orders remain on the order screen for a time designated by your site.

- **>> INDICATORS**

The “greater-than” symbols (>>) beside an order indicates that this order needs to be completed or have action taken by a nurse or ward clerk.

When >> is shown in the black bar of the List Manager screen, it means that more information is available to the right of the screen; enter one or more of these symbols to see this information.

- **INORDERABLE ITEM IN PHARMACY**

This is a notation that is seen when the pharmacy has changed its dispense drugs. An inorderable item can't be renewed. The med in question can be continued by choosing the Change option, which automatically DCs the original and creates a new order that will be renewable thereafter. The Change option takes you through each field of the medication and allows you to edit as needed.

- **LAB TIP**

To change a lab urgency “on-the-fly”: When you select a quick order from the menu, enter the number of the item followed by =*.

- **MEDICATION ENTRY TIPS**

- 1) Always use upper case when entering the schedule. The approved abbreviation for hours is H. If other letters are listed, such as hr or hrs, the pharmacy package doesn't read the schedule accurately, and incorrect times will appear on your MARS. Currently administration times can be edited under the Unit Dose option only.
- 2) Enter the Schedules for these orders as follows: Insulin BID
BID-INSULIN
ISMO BID-ISMO PRN
Q4-6H PRN
- 3) Multiple Meds may be renewed or discontinued by selecting the order numbers, pressing enter, and choosing Renew or DC.
- 4) Hard copies of orders automatically print to the service(s).

- 5) Meds for discharge or pass can be selected and converted to outpatient status. This prevents the need for carbon copies of orders with original signatures. To place Meds on hold, enter a free-text order. Pharmacy considers orders to be either active or discontinued. They do not act on Hold orders. This is an action taken only by a unit's nursing staff.
- 6) If an order is questioned by pharmacy, it will be flagged, stating the reason for the flag, and the physician receives a View Alert. A Med can be unflagged if you choose the Med in question and then select UNFLAG.
- 7) Verbal orders cause a View Alert to be automatically generated for the physician who needs to electronically sign the order.

- **NOTES**

Progress Notes can be accessed directly from the patient's chart or through TIU as a separate menu option.

- **PATIENT LISTS**

You can set up a specific list as your default. To enter a list, choose CHANGE VIEW (CV), then select WARD, CLINIC, or PROVIDER, etc., enter the name of the group (e.g., 2 west), then choose SV to save the list. This list must be saved after its selection for it to become your default. To change from one chart to another, the SP (Select Patient) choice returns the screen to your default list where you can select another patient. You may also enter a patient from another area of the unit by choosing FD (Find Patient) and entering the patient's name. FD can be used even if you already have another unit loaded as your default list.

- **QUICK ORDERS**

Quick Orders allow you to enter labs and meds without going through as many steps. They are selected from the AD order screen by simply selecting a number (other than the #s for the categories LABORATORY, MEDICATIONS, IMAGING, DIETETICS, etc.). Quick Orders are ones that physicians have determined to be their most commonly ordered items and have standard collection times, routes, and other conditions.

- **REPORTS**

Reports for individual patients are available from the Reports tab. Reports for a ward/clinic can be found under the Results Reporting menu option. To print a Ward Summary, follow these steps:

1. Select Results Reporting
2. Select patient or patients

3. Enter the range of numbers you want
4. Choose #8 to print Daily Order Summary, or #11 for Chart Copies of orders
5. Enter date range
6. Answer Yes to Display only those orders placed on this day: NO//
7. Enter a printer name or hit ENTER at the DEVICE: HOME// prompt (This can also be queued)

16. Glossary

+ A plus sign (+) in front of a Progress Note indicates that the note has addenda. A + in front of a lab order indicates that this lab test will be done multiple times according to a selected schedule.

>> These arrows (displayed in the center black bar) indicate that more information can be seen by scrolling to the left. If they are displayed beside an order, it means that a nurse or clerk needs to take action on the order.

CPRS Computerized Patient Record System, the VISTA package (in both GUI and character-based formats) that provides access to most components of the patient chart.

ASU Authorization/Subscription Utility, a VISTA application (initially released with TIU) that allows VAMCs to assign privileges such as who can do what in ordering, signing, releasing orders, etc.

Chart Contents

The various components of the Patient Record, equivalent to the major categories of a paper record; for example, Problem List, Progress Notes, Orders, Labs, Meds, Reports, etc. In CPRS, these components are listed at the bottom of the screen, to be selected individually for performing actions.

Consults Consult/Request Tracking, a VISTA product that is also part of CPRS (it can function as part of CPRS, independently as a standalone package, or as part of TIU). It's used to request and track consultations or procedures from one clinician to another clinician or service.

Cover Sheet A screen of the CPRS patient chart that displays an overview of the patient's record.

CWAD

Crises, Warnings, Allergies/Adverse Reactions, and Directives. These are displayed on the Cover Sheet of a patient's computerized record, and can be edited, displayed in greater detail, or added to. See Patient Postings.

D/C Summary

Discharge Summary; see below.

Discharge Summary

A component of TIU that can function as part of CPRS, Discharge Summaries are recapitulations of a patient's course of care while in the hospital.

| | |
|-------------------------|--|
| | <p>GUI Graphical User Interface—a Windows-like screen with pull-down menus, icons, pointer device, etc.</p> <p>Health Summary A VISTA product that can be viewed through CPRS, Health Summaries are components of patient information extracted from other VISTA applications.</p> <p>ImagingA VISTA product that is also a component of CPRS; it includes Radiology, X-rays, Nuclear Medicine, etc.</p> |
| Notifications | <p>Alerts regarding specific patients that appear on the CPRS patient chart. They can be responded to through “VA View Alerts.”</p> <p>OE/RR Order Entry/Results Reporting, a VISTA product that evolved into the more comprehensive CPRS.</p> <p>Order CheckingA component of CPRS that reviews orders as they are placed to see if they meet certain defined criteria that might cause the clinician placing the order to change or cancel the order (e.g., duplicate orders, drug-drug/diet/lab test interactions, etc.).</p> <p>PCMM Patient Care Management Module, a VISTA product that manages patient/provider lists.</p> |
| Patient Postings | <p>A component of CPRS that includes messages about patients; an expanded version of CWAD (see above).</p> |
| Progress Notes | <p>A component of TIU that can function as part of CPRS.</p> <p>Quick Orders Quick Orders allow you to enter many kinds of orders without going through as many steps. They are types of orders that physicians have determined to be their most commonly ordered items and that have standard collection times, routes, and other conditions.</p> <p>ReportsA component of CPRS that includes Health Summary, Action Profile, and other summarized reports of patient care.</p> <p>TIU Text Integration Utilities; a package for document handling, that includes Consults, Discharge Summary, and Progress Notes, and will later add other document types such as surgical pathology reports.</p> <p>TIU components can be accessed for individual patients through the CPRS, or for multiple patients through the TIU interface.</p> |

VISN Veterans Information System Network, the regional organizations for managing computerization within a region.

VISTA Veterans Information Systems Technology Architecture, the new name for DHCP.

Appendix: Screen Actions

Actions available, by tab

Cover Sheet

| | | | | | | |
|----|-----------------------|--|---|--------------------|---|---------------------|
| NW | Enter New Allergy/ADR | | C | (Change View ...) | S | Select New Patient |
| AD | Add New Orders | | C | Chart Contents ... | Q | Close Patient Chart |

Chart Contents

| | | | |
|-------------|--------|-----------|---------|
| Cover Sheet | Orders | Imagin | Reports |
| Problems | Meds | g | |
| Notes | Labs | Consults | |
| | | D/C | |
| | | Summaries | |

Problems

| | | |
|------------|-------------|------------------|
| Inactivate | Add Comment | Detailed Display |
| Remove | Verify | |

Change View

| | | |
|--------|------------------------|-----------------------|
| Status | Save as Preferred View | Remove Preferred View |
|--------|------------------------|-----------------------|

Progress Notes

| | | |
|---------------|------------------|------------------|
| Edit | Detailed Display | Identify signers |
| Make Addendum | Browse | Copy |
| Sign | Print | Delete |

Change View

| | | | | |
|---|---------------|---|---------------|------------------------|
| 1 | all signed | 4 | signed/author | Save as Preferred View |
| 2 | my unsigned | 5 | signed/dates | Remove Preferred View |
| 3 | my uncosigned | | | |

Add Orders

| | | | | | |
|----|----------------|----|--------------------|----|---------------------|
| AD | Add New Orders | CG | Change View ... | SP | Select New Patient |
| + | Next Screen | CC | Chart Contents ... | Q | Close Patient Chart |

Change View

| | | | |
|------------|--------|-----------------|--------------|
| Date range | Status | Service/Section | Short Format |
|------------|--------|-----------------|--------------|

Order Actions

| | | | | |
|-------------|--------------|---------------|---------|---------|
| Change | Sign | Flag | Details | Rewrite |
| Renew | Hold | Unflag | Results | Print |
| Discontinue | Release Hold | Ward Comments | Alert | ... |
| | | | Results | |

Meds

| | | | | | |
|----|--------------------|----|--------------------|----|---------------------|
| NW | Order New Meds ... | CV | Change View ... | SP | Select New Patient |
| AD | Add New Orders | CC | Chart Contents ... | Q | Close Patient Chart |

Order Actions

| | | | |
|-------|-----------|-------------|------------------|
| Chan | Discontin | Transfer to | Detailed Display |
| ge | e Hold | Outpt Copy | |
| Renew | | | |

Change View

| | |
|----------------------|------------------------|
| Date range | Save as Preferred View |
| List Outpatient Meds | Remove Preferred View |

Labs

| | | | | | |
|----|-------------------------|----|--------------------|----|---------------------|
| NW | Order New Lab Tests ... | CV | Change View ... | SP | Select New Patient |
| AD | Add New Orders | CC | Chart Contents ... | Q | Close Patient Chart |

Change View

| | | |
|-----------------|------------------------|-----------------------|
| Date range | Go to Section | Remove Preferred View |
| Use list format | Save as Preferred View | |

Imaging

| | | | | | |
|----|----------------------|----|--------------------|----|---------------------|
| NW | Order New Procedures | CV | Change View ... | SP | Select New Patient |
| AD | Add New Orders | CC | Chart Contents ... | Q | Close Patient Chart |

Change View

| | |
|--------------------|------------------------|
| Date range | Save as Preferred View |
| Maximum # of items | Remove Preferred View |

Consults

| | | | | | |
|----|-----------------------|----|--------------------|----|---------------------|
| NW | Order New Consult ... | CV | Change View ... | SP | Select New Patient |
| AD | Add New Orders | CC | Chart Contents ... | Q | Close Patient Chart |

Change View

| | | |
|------------|------------------------|-----------------------|
| Date range | Service | Remove Preferred View |
| Status | Save as Preferred View | |

Actions

| | |
|------------------|--------------|
| Detailed Display | Print SF 513 |
|------------------|--------------|

D/C Summaries

| | | | | | |
|----|-----------------------|----|--------------------|----|---------------------|
| NW | Write New Summary ... | CV | Change View ... | SP | Select New Patient |
| AD | Add New Orders | CC | Chart Contents ... | Q | Close Patient Chart |

Change View

| | | | | |
|---|-------------|---|---------------|------------------------|
| 1 | all signed | 4 | signed/author | Save as Preferred View |
| 2 | my unsigned | 5 | signed/dates | Remove Preferred View |
| 3 | my unsigned | | | |

Actions

| | | |
|---------------|------------------|------------------|
| Edit | Detailed Display | Identify signers |
| Make Addendum | Browse | Copy |
| Sign | Print | Delete |

Reports

| | | | | | |
|----|-------------------|----|--------------------|----|---------------------|
| OR | Other Reports ... | CV | Change View ... | SP | Select New Patient |
| AD | Add New Orders | CC | Chart Contents ... | Q | Close Patient Chart |

Change View

| | |
|----------------------------------|------------------------|
| Date Range for Radiology reports | Save as Preferred View |
| Maximum # of Radiology reports | Remove Preferred View |